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## NOTICE OF VACANCY

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Please be informed that the **DSWD – Field Office 1** is inviting applicants to fill the hereunder vacant position:

**1. One (1) Administrative Assistant I (Permanent)**

**Plantilla Item No.:** OSEC-DSWDB-ADAS1-139-2004

**Salary Grade / Monthly Salary:** SG 7 / PhP18,620.00

**Area of Assignment:** Finance and Management Division – Accounting Section (FMD – AS)

**CSC – Prescribed Qualifications Standards:**

Education	–	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training	–	None Required
Experience	–	None Required
Eligibility	–	Career Service Sub Professional / First Level Eligibility

**Preferred Qualifications (Competency-Based):**

Education	–	Bachelor’s degree relevant to the job
Training	–	With at least eight (8) hours of relevant training
Experience	–	With at least one (1) year of relevant experience
Eligibility	–	Career Service Sub Professional / First Level Eligibility

**Job Summary:**

Under general supervision of the Accountant III, process financial claims in accordance with laws, rules and regulations or oversight agencies and other related tasks assigned by the immediate supervisor.

**2. One (1) Administrative Aide IV (Permanent)**

**Plantilla Item No.:** OSEC-DSWDB-ADA4-8-2015

**Salary Grade / Monthly Salary:** SG 4 / PhP15,586.00

**Area of Assignment:** Finance and Management Division – Accounting Section (FMD – AS)

**CSC – Prescribed Qualifications Standards:**

Education	–	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training	–	None Required
Experience	–	None Required
Eligibility	–	Career Service Sub Professional / First Level Eligibility

**Preferred Qualifications (Competency-Based):**

Education	–	Bachelor’s degree relevant to the job
Training	–	With at least four (4) hours of relevant training
Experience	–	With at least one (1) year of relevant experience
Eligibility	–	Career Service Sub Professional / First Level Eligibility

**Job Summary:**

Under general supervision of the Accountant III, process financial claims in accordance with laws, rules and regulations or oversight agencies and other related tasks assigned by the immediate supervisor.

**3. One (1) Administrative Aide IV (Permanent)**

**Plantilla Item No.:** OSEC-DSWDB-ADA4-667-2004

**Salary Grade / Monthly Salary:** SG 4 / PhP15,586.00

**Area of Assignment:** Human Resource Management and Development Division – Personnel Administration Section (HRMDD – PAS)

**CSC – Prescribed Qualifications Standards:**

Education	–	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training	–	None Required
Experience	–	None Required
Eligibility	–	Career Service Sub Professional / First Level Eligibility

**Preferred Qualifications (Competency-Based):**

Education	–	Bachelor’s degree in Human Resource Management and Development, Information Technology, Computer Science, Development Communication, Business Administration, Office Administration, or any other related courses
Training	–	With at least four (4) hours of relevant training on personnel management, and administrative and financial management
Experience	–	With at least one (1) year relevant experience along leave administration, management of personnel documents, preparation of reports and communications
Eligibility	–	Career Service Sub Professional / First Level Eligibility

**Job Summary:**

The Administrative Aide IV is responsible for processing and recording of leave applications, updating Employee’s Leave Cards, and preparation of reports and other documents related to leave administration; management of personnel documents such as Daily Time Records, Leave Credit Cards, 201 files, etc. of DSWD Field Office 1 staff.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/389QFWFAfGoPkPey5> not later than **5:00 PM of 19 August 2023** with the following attachments:

1. Application Letter;
2. Comprehensive Resume or Updated Personal Data Sheet (CS Form No. 212, Revised 2017 with attached job descriptions / summary of functions for each position held);
3. Transcript of Records & Diploma (certified photocopies);
4. Certificates of Trainings / Seminars attended;
5. Certificate of Employment;
6. Certificate/s of Board Rating / Professional License / CS Eligibility;
7. Certification from School for Masteral units earned or completed, if any;
8. Birth Certificate; and
9. Very Satisfactory (VS) Individual Performance Contract Rating (IPCR) for the last semester, if any.

**Note:**

1. Qualified applicants who are members of the Indigenous Communities, Persons with Disability (PWDs) and from any Sexual Orientation and Gender identities are encouraged to apply.
2. Applicants with **incomplete documents** shall not be entertained.