
NOTICE OF VACANCY

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

One (1) Administrative Assistant III (Contract of Service) – Anticipated Vacancy
Salary Grade / Monthly Salary: SG 9 / PhP 21,211.00

Area of Assignment: Disaster Response Management Division to be mainstreamed at the Human Resource Management and Development Division – Personnel Administration Section

CSC – Prescribed Qualification Standards:

Education	–	Bachelor’s degree relevant to the job
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	None Required

Preferred Qualifications (Competency-based):

Education	–	Preferably a graduate of Human Resource Development and Management, Information Technology, Computer Science, Development Communication, Business Administration, Office Administration, or any related course
Training	–	Preferably with at least eight (8) hours of relevant training on personnel management (e.g. payroll preparation and leave administration), and administrative and financial management
Experience	–	Preferably with one (1) year relevant experience related to leave, administration, management of personnel documents, preparation of reports and communications, and other relevant experience
Eligibility	–	With Career Service Eligibility is an advantage

Job Summary:

The Administrative Assistant III is responsible for review of Daily Time Records and its attachments, preparation of payrolls for cost of services rendered and compensation of extra services rendered, processing and recording of leave applications, preparation of correspondences, and management of personnel documents such as Daily Time Records, 201 files, etc. of DSWD Field Office 1 Contract of Service Workers (COSWs).

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/jHkJUKz7YMiKQhdM6> not later than **5:00 PM of 28 September 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. Certificate/s of Trainings / Seminars attended;
5. Certificate/s 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.