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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 III (Permanent)**  
**Plantilla Item No.: OSEC-DSWDB-ADAS3-108-2004**  
**Salary Grade / Monthly Salary: SG 9 / PhP21,211.00**  
**Area of Assignment: Office of the Regional Director**

**Minimum Requirements:**

Education	–	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training	–	Four (4) hours of relevant training
Experience	–	One (1) year of relevant experience
Eligibility	–	Career Service Sub Professional / First Level Eligibility

**Additional Requirements:**

1. Preferably graduate of Bachelor’s degree
2. With at least eight (8) hours of training relative to administrative/clerical/secretariat services/functions
3. With at least one (1) year work experience in an administrative or technical support capacity. Prior experience as private secretary or executive assistant is an advantage
4. Capable in using common information and communication technology (ICT) equipment in the workplace
5. Adept in using common desktop and mobile applications
6. Has a good command in English
7. Capable to adapt with organizing, documenting, coordinating, and facilitating tasks/ requirements

**Job Summary:**

Under general supervision, performs administrative and support services functions in the implementation of policies, and performs other related work.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/jeqX7C7c7BadKq1HA> not later than **5:00 PM of 11 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. 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.