
NOTICE OF VACANCY

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

1. One (1) Administrative Assistant II (Contract of Service)

Salary Grade / Monthly Salary: SG 8 / PhP19,744.00

Area of Assignment: Statutory Programs Division – Social Pension Program Management Office to be mainstreamed at the Administrative Division – Procurement Section

CSC – Prescribed Minimum Qualification Standard:

| | | |
|-------------|---|--|
| Education | – | Completion of two - year studies in college / high school graduate with relevant vocational / trade course |
| Training | – | At least four (4) hours relevant training |
| Experience | – | At least one (1) year relevant experience |
| Eligibility | – | None Required |

Preferred Qualifications (Competency Based):

| | | |
|-------------|---|--|
| Education | – | Preferably graduate of BS in Office Administration, BS in Business Administration or any-related course |
| Training | – | One (1) year relevant training on procurement |
| Experience | – | One (1) year of relevant experience in administrative, secretarial and/or clerical, records keeping and management, dormitory management, and/or supervising Utility Workers and Security Guards is an advantage |
| Eligibility | – | Career Service Sub-Professional / First Level Eligibility |

Knowledge and Skills:

1. Knowledge in Records Management and Procurement Management and Budget Management is an advantage;
2. Budget Management is an advantage;
3. Computer Literate (MS Office Applications, knowledge in information systems and database management, and Google Workspace);
4. With good report writing skills;
5. With good oral and written communication skills;
6. With positive work attitude and can work well under pressure;
7. With good interpersonal relationship;
8. With good coordination and networking skills; and
9. Can work independently but also a team player.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/jdaMTtcMxhzuVUSR8> 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.