
NOTICE OF VACANCY

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

1. One (1) Administrative Assistant III (Contractual Coterminous)

Salary Grade / Monthly Salary: SG 9 / PhP21,211.00

Area of Assignment: Regional Program Management Office

CSC – Prescribed Minimum Qualification Standards:

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	-	None required

Preferred Qualifications (Competency-Based):

Education	-	Bachelor's degree preferably in Office Administration, Information Technology or any related course
Training	-	Preferably with at least four (4) hours training in Records Management
Experience	-	Preferably with one (1) year experience in administrative / clerical works
Eligibility	-	With Career Service Eligibility is an advantage

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/M7qKmKw5oLhZGwxb9> not later than **5:00 PM of 29 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.