
NOTICE OF VACANCY

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

One (1) Administrative Aide IV (Contract of Service) – Anticipated Vacancy

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

Area of Assignment: Administrative Division – General Services Section

CSC – Prescribed Qualification 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	:	None Required

Preferred Qualifications (Competency-Based):

Education	:	Preferably graduate of BS in Office Administration, BS in Information Technology or any-related course
Training	:	Relevant training in records / data management is an advantage
Experience	:	Experience in accounts and bills processing is an advantage; and One (1) year of relevant experience in administrative, secretarial and/or clerical, records management, and records keeping is an advantage.
Eligibility	:	Career Service Sub-professional / Fist Level Eligibility
Others	:	Knowledge in Records Management and Procurement Management and Budget Management is an advantage; Computer Literate (MS Office Applications, knowledge in information systems, and database management, and Google Workspace); With good report writing skills; With good oral and written communications skills; With positive work attitude and can work well under pressure; With good interpersonal relationship; With good coordination and networking skills; and Can work independently but also a team player.

Job Summary:

Under immediate supervision of Section Head; facilitate and monitor accounts and ensure on-time payment of utility bills; shall serve as the incoming and outgoing clerk of the Section; manage the documents and records of the Section; perform clerical / administrative functions; and perform other related work.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/VSoZDzZGQp4dNZFN6> not later than **5:00 PM of 27 November 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.