
NOTICE OF VACANCY

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

One (1) Administrative Officer V (Contract of Service)

Salary Grade / Monthly Salary: SG 18 / PhP46,725.00

Area of Assignment: Office of the Regional Director

CSC – Prescribed Qualification Standards:

Education	:	Bachelor’s degree relevant to the job
Training	:	Eight (8) hours of relevant training
Experience	:	Two (2) years of relevant experience
Eligibility	:	None Required

Preferred Qualifications (Competency-Based):

Education	:	Bachelor’s degree preferably in Social Sciences, Public Administration, Bachelor of Laws, or any allied field
Training	:	Any two or more in the following areas: Project management; Supervisory / managerial / leadership; Technical writing; Communications / writing; Public sector / accountability; Planning / organizing; and Change management.
Experience	:	Executive Assistant, secretary or any role with similar duties and/or work involving supervision and management of projects
Eligibility	:	Career Service Professional / Second Level Eligibility
Additional advantage	:	Involved in a project performing support duties; Involved in work-related to comptroller or auditing (finances); Involved in quality assurance work; and Involved in paralegal work.

Job Summary:

Support the Regional Director by performing a variety of administrative and specialized tasks. Job entails working in an office and in the field.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/V38GnNe9cdDaGpAv6> not later than **5:00 PM of 30 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.