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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 Aide IV (Permanent)**

**Plantilla Item No.:** OSEC-DSWDB-ADA4-672-2004

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

**Area of Assignment:** Policy and Plans Division

**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	:	Career Service Sub Professional / First Level Eligibility)

**Preferred Qualification (Competency – Based):**

Education	:	Graduate of Bachelor of Science in Office Administration or any related course
Training	:	Four (4) hours of relevant training
Experience	:	One (1) of relevant experience in clerical / administrative functions is an advantage
Eligibility	:	Career Service Sub Professional / First Level Eligibility)

**Job Summary:**

The Administrative Aide IV provides administrative support to ensure efficient operation of the Division; and carries out administrative duties which include and not limited to organization and communication to achieve day-to-day goals contributory to the mandate of the Division.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/Z3tzAhtPkQjV92gy9> not later than **5:00 PM of 22 December 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.