
NOTICE OF VACANCY

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

One (1) Administrative Assistant II – Anticipated Vacancy (Contract of Service)

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

Area of Assignment: Human Resource Management and Development Division – Human Resource Planning and Performance Management Section

Fund source: Sustainable Livelihood Program

CSC – Prescribed 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	:	Preferably graduate of BS in Business Administration Major in Human Resource Management, BS in Information Technology, BS in Psychology or any-related course
Training	:	Four (4) hours training in Records Management is an advantage
Experience	:	With atleast one (1) year experience in Human Resource
Eligibility	:	Registered Psychometrician is an advantage

Job Summary:

Under general supervision of the Administrative Officer V / Section Head, performs clerical / administrative support functions such as recruitment and selection placement selection and performance appraisal / management of staff and does other related works.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/epUMGYsC6x1ZKBjR9> not later than **5:00 PM of 28 February 2024** 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.