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**NOTICE OF VACANCY**

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

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

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

**Area of Assignment:** Statutory Programs Division – Crisis Intervention Section (Field Office)

**CSC – Prescribed Minimum Qualification Standards:**

Education **–** Completion of 2 years in College or High School Graduate with

relevant vocational / trade course

Training – At least 4 hours of relevant training

Experience – At least 1 year of relevant experience

Eligibility – Career Service – Sub Professional / 1st Level Eligibility

**Preferred Qualifications (Competency-Based)**

Education **–** Completion of 2 years in College or High School Graduate with

relevant vocational / trade course

Training – At least four (4) hours of relevant training

Experience – At least 1 year of relevant experience

Eligibility – Career Service – Sub Professional / 1st Level Eligibility

**Job Summary:**

Under immediate supervision of the Section Head, will be in-charge in performing all

types of clerical and administrative functions.

Interested applicants may submit their application addressed to **REGIONAL DIRECTOR MARIE ANGELA S. GOPALAN** through this google link: <https://forms.gle/8gzEy6ETySHcnhfJ8> not later than **5:00 PM of 25 June 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. 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.