

# NOTICE OF VACANCY

DSWD-FO2 is inviting applicants to fill the hereunder vacant position with details as follows:

**Six (6) Administrative Aide IV (Clerk II)**  
*(newly created positions)*

Status of Employment: **Contractual**  
Monthly Salary: **Php 15,586.00**  
Area of Assignment: **Pantawid Pamilyang Pilipino Program - Provincial Operations Offices**

**Qualification Standards**

Education: **Completion of two-year studies in college**  
Experience: **None Required**  
Training: **None Required**

**Preferred Qualifications**

Education: **Bachelor's degree**  
Experience: **At least 4 hours training related to records management**  
Training: **At least 1 year experience related to records management**  
Eligibility: **CS First Level (Sub - Professional) Eligibility**

**Specific Tasks and Functions:**

1. Prepare, compile and sort documents for data entry;
2. Encode accurately various forms into computer system;
3. Compare data entered with source documents, re- enters data in verification format on screen to detect errors;
4. Make sure that information is entered correctly and no mistake is being made during data entry operations;
5. Record and report data discrepancies and gaps or source documents inconsistencies to the Regional/Provincial System Focal/or CMTs;
6. Perform any other administrative tasks such as document processing and records management;
7. Prepare and maintain logbook of activities and tasks; and
8. Performs other related tasks.

**Requirements:**

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than 18 APRIL 2024.

1. Application Letter addressed to **Dir. Lucia Suyu Alan, RSW, Regional Director**
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Performance rating in the last rating period (if applicable);
4. Photocopy of Transcript of Records.

Late submission of application/request for extension of submission and application with incomplete documents will not be entertained.

DSWD FO2 encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and sexual orientation (SOGIE).

Updates regarding this position shall be posted at DSWD FO2's official website ([fo2.dswd.gov.ph](http://fo2.dswd.gov.ph)).

Please submit all documents by filling-up this link: <https://bit.ly/49WpFB5>. **Unspecified application shall not be entertained.**

**Walk in and late submission shall not be allowed.**



**LUCIA SUYU ALAN, RSW**  
Regional Director