

NOTICE OF VACANCY

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

One (1) Administrative Assitant II
(Vice Marivin Datul)

Status of Employment: Contract of Service (Memorandum of Agreement)
Monthly Salary: SG 8 (Php 19,744.00)
Area of Assignment: SWIDS

Minimum Qualification Standards

Education: Completion of two-year studies in college
Experience: One (1) year Relevant Experience
Training: Four (4) hours of relevant training
Eligibility: None Required

Preferred Qualifications

Education: Bachelor's degree relevant to the job
Experience: At least one (1) year of experience
Training: At least Four (4) hours of relevant training
Eligibility: CS First level (Sub-Professional) Eligibility

Specific Tasks and Functions:

1. Monitor incoming email such as report and prepare acknowledgement upon receipt;
2. Tracks and monitors documents;
3. Maintains data bank of reports of the unit;
4. Types, encodes and files communication reports and proposals;
5. Performs secretariat work when necessary; and
6. Performs other related job as may be assigned.

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than July 28, 2024.

1. Application Letter addressed to **Ms. Lucia Suyu Alan, RSW, Regional Director**
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (can be downloaded at www.csc.gov.ph)
3. Photocopy of CSC eligibility/PRC license (if applicable);
4. Latest Performance Assessment/IPCR or its equivalent for external applicants and must have a Very Satisfactory Rating during the last rating period
5. Certificate of relevant trainings and seminars attended
6. Photocopy of TOR and Diploma

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).

Please submit all documents via: <https://bit.ly/49WpFB5>.

Applications without specified position and submissions thru walk-ins and thru jobs.fo2@dswd.gov.ph SHALL NOT BE ENTERTAINED.



LUCIA SUYU ALAN, RSW
Regional Director *§ k.*