

Date of Posting: MAY 06 2026
Deadline of Submission: MAY 19 2026
Mode of Submission: <https://bit.ly/49WpFB5>

NOTICE OF VACANCY

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

One (1) Administrative Assistant I (Secretary I)
(vice Marilen Babaran)

Status of Employment: Permanent
Monthly Salary: SG 07 (Php 20,914.00)
Area of Assignment: Financial Management Division (Accounting Section)
Item Number: OSEC-DSWDB-ADAS1-142-2004

Qualification Standards

Education: Completion of two-year studies in college (prior 2018) or completion of Grade 12/Senior High School (starting 2016)
Experience: None Required
Training: None Required
Eligibility: Career Service (Sub Professional)/1st Level Eligibility

Preferred Qualification

Education: Bachelor's degree relevant to the job
Training: At least four (4) hours of relevant training
Experience: At least one (1) year of relevant experience
Eligibility: Career Service (Sub-Professional)/First Level Eligibility

Specific Tasks and Functions:

1. Performs all clerical works such as typing, recording, posting and other clerical tasks;
2. Receives, records and endorses outgoing and incoming communications;
3. Performs skilled clerical tasks such as preparation of certificates, endorsements, correspondence;
4. Maintains monitoring reports;
5. Reproduces official communications/documents for dissemination to other units;
6. Maintains and keeps records related to office functions and service; and
7. Perform other related tasks as may be assigned.

Applicants should be guided by the following Criteria for Evaluation:

Education	25%
Training (Only relevant training shall be considered)	10%
Experience (Only relevant experience will be considered)	25%
Written Examination (Initial Qualifying Test & Technical Examination)	25%
Competency Based Interview	10%
IPCR or any related Performance Assessment/Review Rating	5%
Total	100%

Requirements:

Interested and qualified applicants must submit the following documents to the **Office of the Regional Director**, not later than MAY 14 2026.

1. Application Letter addressed to **Dir. 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>. Please indicate **Administrative Assistant I (Secretary I) vice Marilen Babaran** in the subject.

UNSPECIFIED APPLICATION SHALL NOT BE ENTERTAINED.

WALK-IN AND SUBMISSION VIA EMAIL SHALL NOT BE ALLOWED.


LUCIA SUYU ALAN, RSW
Regional Director