

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

ANTICIPATED VACANCY

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

One (1) Administrative Assistant II (Clerk IV) (vice Encarnacion Narag)

Status of Employment: Permanent
Monthly Salary: SG 08 (Php 22,423.00)
Area of Assignment: Human Resource Management and Development Division
Item Number: OSEC-DSWDB-ADAS2-42-2015

Qualification Standards

Education: Completion of two-year studies in college (prior 2018) or completion of Grade 12/Senior High School (starting 2016)
Experience: One (1) year of relevant experience
Training: Four (4) hours relevant training
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. Perform assistive and clerical functions in the division/section;
2. Coordinate with the divisions, sections, centers relative to personnel matters;
3. Receive, record, track incoming and outgoing documents;
4. Segregate and file documents;
5. Finalize drafts of communications;
6. Prepare transmittal and simple communications; and
7. Perform other 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 19 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 II (Clerk IV) vice Encarnacion Narag** 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