DSWD
Department of Social Welfare and Development
BAGONG PILIPINAS

Posting No. _____
Series of 2026

Date of Posting: 02 OCTOBER 2026

Deadline of Submission: 13 OCTOBER 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 II (Clerk IV)
(vice Selina S. Taja*)*

Status of Employment:	Permanent
Monthly Salary:	SG 08 (Php 22,423.00)
Area of Assignment:	Human Resource Management and Development Division – Personnel Administration Section
Item Number:	OSEC-DSWDB-ADAS2-38-2015

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 of relevant training
Eligibility:	Career Service (Sub Professional) /1st Level Eligibility

Preferred Qualification

Education:	Completion of two-year studies in college (prior 2018) or completion of Grade 12/Senior High School (starting 2016)
Training:	At least four (4) hours of relevant training
Experience:	At least one (1) year of relevant experience
Eligibility:	Career Service (Sub Professional) /1st Level Eligibility

Specific Tasks and Functions:

1. Performs clerical functions and does other related work;
2. Processes/reviews application for leave and daily time records;
3. Prepares/types general correspondence, service records, reproduces personnel forms;
4. Maintains/updates employees 201 file and other personnel records; and
5. 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)	**20%**
Competency Based Interview	**15%**
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 13 OCTOBER 2026.

DSWD Field Office 02, #3 Dalan na Pagayaya, Regional Government Center, Carig, Tuguegarao City, Philippines 3500
Email: fo2@dswd.gov.ph Tel. Nos.: (078) 304-0586; (078) 304-1004
Website: http://www.fo2.dswd.gov.ph

1. Application Letter addressed to **Dir. Lucia Suyu Alan, RSW, Regional Director**
2. Fully accomplished 2026 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; and
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 **AA II (CLERK IV) vice TAJA** 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

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