

Department of Social Welfare and Development
Field Office No. V
Magnolia St., PBN Buraguis, Legazpi City

Date: April 6, 2016

MEMORANDUM

FOR : ALL CONCERNED

SUBJECT: Vacant Position on (Contractual) Status under Pantawid Pamilyang Pilipino Program

We wish to inform you of the vacant position on Contractual status at the Pantawid Pamilyang Pilipino Program of the DSWD Field Office V, with the following minimum qualification standards:

One [1] Administrative Assistant II, SG 8 Php 14,931.00

(To be assigned in Camarines Sur)

Preferred Qualifications (Competency- Based):

Education : Completion of two (2) years studies in college
Experience : at least one [1] year experience relevant to the job
Training : at least 4 hours' training in related areas.
Skills : Computer Literate

Qualified applicants may submit all of the following documents on or before **April 20, 2016**:

1. Application letter;
2. Comprehensive resume with 2x2 ID picture;

Request for extension of submission and application with incomplete documents will not be entertained.

ARNEL B. GARCIA, CESO II
Regional Director

(Annex ___ Notice of Vacancy in DSWD FOV)

ABG/VCT/LRR/cfel