

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 following 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 Officer V/Financial Analyst III, SG 18 Php 31,351.00**

**Preferred Qualifications (Competency- Based):**

**Education:** Bachelor of Science in Accountancy  
**Experience:** at least Two (2) years relevant experience  
**Training:** Eight (8) hours of relevant training  
**Skills :** Computer Literate

**One [1] Project Development Officer I (Cash Card), SG 11 Php 18,549.00**

**Preferred Qualifications (Competency- Based):**

**Education:** Bachelor's Degree relevant to the job, preferably BS Accountancy, BS Management, etc.  
**Training:** At least 8 hours of relevant training  
**Experience:** At least one year experience in bookkeeping & other financial reports

**One [1] Administrative Assistant III/Senior Bookkeeper, SG 9 Php 16,051.00**

**Preferred Qualifications (Competency- Based):**

**Education:** Bachelor's Degree relevant to the job, preferably BS Accountancy, BS Management, etc.  
**Training:** At least 8 hours of relevant training  
**Experience:** At least one year experience in bookkeeping & other financial reports

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