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

Date: April 11, 2016

MEMORANDUM

F O R : ALL CONCERNED
SUBJECT : Vacant positions at the KALAH-CIDSS

We wish to inform you of the vacant positions on **Memorandum of Agreement Status** at the **KALAH-CIDSS Project (National Community Driven Development Program)** of the DSWD Field Office V, with the following minimum qualification standards:

One (1) Financial Analyst II, SG 15 (P 24, 887.00)

Assignment : Accounting Section (COA)
Education : Bachelor's degree in Business Management
Training : at least 12 hours in government accounting system
Experience : at least 2 years related work experience, preferably in a government institution

Attached is the Terms of Reference of the position for your reference.

Qualified applicants may submit all of the following documents to the Records Section on or before **April 25, 2016**:

1. Application letter;
2. Comprehensive resume with 2x2 ID picture and brief job description of positions handled from previous employer
3. Photocopy of Transcript of Records

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

ARNEL B. GARCIA, CESO II
Regional Director

ABG/LRR/ivan

Department of Social Welfare and Development
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Four (4) Financial Analyst II, SG 15 (P 24, 887.00)

Assignment : Sub Regional Program Management Office
Education : Bachelor's degree in Business Management
Training : at least 12 hours in government accounting system
Experience : at least 2 years related work experience, preferably in a government institution

Attached is the Terms of Reference of the position for your reference.

Qualified applicants may submit all of the following documents to the Records Section on or before **April 25, 2016**:

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ARNEL B. GARCIA, CESO II
Regional Director

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M:K

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FOR : ALL CONCERNED
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Two (2) SRPMO- Monitoring & Evaluation Officer III, SG 18 (P 31, 351.00)

Education : with bachelor's Degree in social sciences, IT, statistics, economics or related field
Training : 8 hours training on any of the following training: program/ project monitoring and evaluation, research, data analysis or report writing
Experience : With at least 2 years of experience in any of the following: monitoring and evaluation, project implementation, research, report writing and database operation.

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