

Department of Social Welfare and Development

Field Office No. V
Magnolia St. PBN Buraguis, Legazpi City

Date: 20 April 2016

MEMORANDUM

F O R : ALL CONCERNED

SUBJECT : Vacant positions at the KALAH-CIDSS

We wish to inform you of the following 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:

Eight (8) Infrastructure Assistant (IA) SG 11 (18,549)

Education : Graduate of Civil Engineering course, licensed civil engineer
Training : 12 hours of relevant training
Experience : Preferably with six months engineering experience and proficient in Computer application particularly MS Word, Excel and Power Point.
Area of Assignment: Sub Regional Program Management Office

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 **May 4, 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.


FARNEL B. GARCIA, CESO II
Regional Director

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

Date: **April 20, 2016**

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F O R : ALL CONCERNED
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FIVE (5) ADMINISTRATIVE OFFICER II, SG 11 (P 18, 549.00)

Area of Assignment: Sub Regional Program Management Office

Education : Graduate of a Bachelor's degree in (Business Administration, Accounting, Engineering, IT, others)
Training : 16 hrs. relevant procurement training; must be proficient with computer applications using MS Word, Excel, Power Point, Database and other applicable software's
Experience : 1 year with procurement related function

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

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