

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

Date: February 3, 2016

MEMORANDUM

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

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

Eight (8) 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 **February 19, 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/vivian