

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office No. V

Magnolia St. PBN Buraguis, Legazpi City

Date : **29 DECEMBER 2015**

MEMORANDUM

FOR : ALL CONCERNED

SUBJECT: VACANT POSITION AT DSWD FIELD OFFICE NO. V

We wish to inform you that the Department of Social Welfare and Development FO V, Legazpi City has vacant position under **PERMANENT status** with details as follows:

TWO (2) PROJECT DEVELOPMENT OFFICER III, SG 18 (Php31,531.00) with Item Nos. OSEC-DSWDB-PDO3-18-2015 & OSEC-DSWDB-PDO3-19-2015

Education: Bachelor degree relevant to the job preferably in public administration, political science, social development and community development
Experience: Two (2) years of relevant experience in government regulatory services, social service delivery and management, program management and assessment of organizations
Training: Eight (8) hours of relevant training preferably on policy and standards development, program and project management, program assessment and internal audit
Eligibility: Career Service (Professional) Second Level Eligibility

ONE (1) ADMINISTRATIVE ASSISTANT II, SG 8 (Php14,931.00) with Item No. OSEC-DSWDB-ADAS2-11-2015

Education: Completion of two years studies in college
Experience: One (1) year of relevant experience
Training: Eight (8) hours of relevant training
Eligibility: Career Service (Sub-Professional) First Level Eligibility

Qualified and interested applicants may submit all of the following documents on or before **JANUARY 15, 2016.**

1. Application letter
2. Comprehensive resume with 2 x 2 ID picture;
3. For inside applicants, Individual Performance Contract Review for CY 2015.

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


ARNEL B. GARCIA, CESO II
Regional Director