

HUMAN RESOURCE DEVELOPMENT UNIT

July 4, 2016

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 a vacant position on **PERMANENT STATUS** of employment with the following minimum qualification requirements:

A. Position : **ONE (1) ACCOUNTANT III**
Salary Grade : SG-19
Compensation : Php 36,409.00.00
Item No. : OSEC-DSWDB-A3-164-2004

B. Preferred Qualification Standards

Education : Bachelor's degree in Business Administration, Public Administration, Accountancy, Management
Experience : At least two (2) years experience on Supervisory/management related to financial management
Training : Eight (8) hours of relevant training
Eligibility : RA 1080 (Certified Public Accountant)

Other Requirements:

- Above average knowledge on the use of MS Office
- Great attention to details
- Excellent analytical thinking
- With excellent written and oral communication skills
- Able to work harmoniously, competently and effectively even under pressure
- Willing to work beyond office hours, Saturdays and holidays, as needed

Interested applicants who **MEET THE REQUIRED QUALIFICATIONS** may submit following documentary requirements to DSWD FO V Records Section or via electronic mail to hrdu.dswdfo5@gmail.com on or before **July 20, 2016**:

1. Application Letter addressed to DIR. ARNEL B. GARCIA, CESO II, DSWD FO V Regional Director;
2. Comprehensive resume with Job Description and 2x2 ID picture
3. Transcript of Records/Diploma