

HUMAN RESOURCE DEVELOPMENT UNIT

July 18, 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 **MEMORANDUM OF AGREEMENT STATUS** of employment with the following minimum qualification requirements:

One (1) Financial Analyst III (SOE/ Donor Reports), SG 18 (P 33, 452.00)

Education : Bachelor's Degree in Accountancy

Training : At least 8 hours in government accounting system

Experience : At least two (2) years of relevant experience, preferably in government institutions.

Qualified and interested applicants may submit all of the following documents to DSWD FO V Records Section or send to our e-mail address, hrdu.dswdfo5@gmail.com on or before **August 10, 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
4. Certificate of relevant trainings and seminars attended

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

ARNEL B. GARCIA, CESO II
Regional Director

ABG/LRR/MCAB/ivan