

HUMAN RESOURCE DEVELOPMENT UNIT

July 18, 2016

MEMORANDUM

F O R : All CONCERNED

S U B J E C T : 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) REGIONAL EXECUTIVE ASSISTANT on Memorandum of Agreement Status, SG 17, (Php 30,831.00)

Educational Requirement: Bachelor's degree preferably in Social Science, Administration, Laws or any allied courses. Considerable units in Master's degree is an advantage

Experience Requirement: 2 years of supervisory experience preferably in government managing projects or social development programs.

Training Requirement: Training in project management or Social development is an advantage

Eligibility Requirement: Preferably CS eligible

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

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 5, 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. Copy of Eligibility
5. 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