

HUMAN RESOURCE DEVELOPMENT UNIT

June 15, 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 the following vacant positions on **PERMANENT STATUS** of employment with details as follows:

ONE (1) ADMINISTRATIVE ASSISTANT II with Item No. OSEC-DSWDB-ADAS2-205-2004, SG 8 (Php 15,368.00)

Preferred Qualification Standards

Education : Bachelor's Degree in Business Administration, Office Administration Business Management and Human Resource Management or any other related course

Experience : At least one (1) year experience related to administrative and Human resource management.

Training : at least eight (8) hours of relevant training

Eligibility : Career Service (Sub-Professional)/First Level of Eligibility

Additional Requirements

- Above average knowledge on use of MS Office
- With knowledge in Human Resource and Development
- Good 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

ONE (1) PLANNING OFFICER II with Item No. OSEC-DSWDB-PLO2-125-2004, SG 15 (Php 26,192.00)

B. Preferred Qualification Standards

Education : Bachelor's Degree in Business Administration, Public Administration, Economics, Statistics, Sociology, Social Work or other allied courses with emphasis on social development issues, program management, project development and research or related field