

HUMAN RESOURCE DEVELOPMENT UNIT

July 14, 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) ADMINISTRATIVE OFFICER V
Salary Grade : SG-18
Compensation : Php 33,452.00

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 supply chain management, procurement, contracting or Logistics
Training : Twenty-four (24) hours of relevant training in management and Supervision
Eligibility : Career Service Professional/Second Level of Eligibility

C. Additional Requirements

- Above average knowledge on use of MS Office
- Great attention to details
- Excellent Analytical thinking
- With excellent written and oral communication skill
- 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 1, 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; and
6. Copy of duly signed Individual Performance Contract Rating (IPCR) for the 1st semester CY 2016.

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

ARNEL B. GARCIA, CESO II
Regional Director