

BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

REGION 5 – Province of Albay

Date of Release:

Agency	Department of Social Welfare & Development (Field Office V)
Position	Houseparent III
No. of Vacancies	One (1)
Salary Grade	9
Place of Assignment	DSWD Field Office No. V, Haven- Bicol
Item Number(s)	OSEC-DSWDB-HP3-120-2004

Qualification Requirements:

Education	At least 2nd year college (Midwifery, Behavioral Science, Social Science or other related field)
Experience	With at least Two (2) years of relevant experience as houseparent in any child and youth caring institution. With supervisory experience.
Training	Eight (8) hours of relevant training in handling children in need of special protection
Eligibility	None required (MC 11, s. 1996- Cat. III)
Other Qualifications	<ul style="list-style-type: none"> ➤ 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

Agency	Department of Social Welfare & Development (Field Office V)
Position	Administrative Assistant II
No. of Vacancies	One (1)
Salary Grade	8
Place of Assignment	DSWD Field Office No. V
Item Number(s)	OSEC-DSWDB-ADAS2-205-2004

Qualification Requirements:

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 Eligibility
Other Qualifications	<ul style="list-style-type: none"> ➤ Above average knowledge on the 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