

Department of Social Welfare and Development
Field Office No. V
Magnolia St. PBN Buraguis, Legazpi City

Date: **November 23, 2015**

MEMORANDUM

F O R : **ALL CONCERNED**
S U B J E C T : **Vacant positions at the KALAHI-CIDSS**

We wish to inform you of the vacant positions on **Memorandum of Agreement Status** at the **KALAHI-CIDSS Project (National Community Driven Development Program)** of the DSWD Field Office V, with the following minimum qualification standards:

One (1) Administrative Assistant I, SG 7 (P 13, 890.00)

Assignment : SRPMO- Camarines Norte

Education : Completion of two-year studies in tertiary education, or graduate of any two- year technical-vocational course

Training : none required

Experience : none-required

Others : Proficiency in MS Office applications- Word, Excel, PPT- required

Attached is the Terms of Reference of the position for your reference.

Qualified applicants may submit all of the following documents to the Records Section on or before **December 7, 2015**:

1. Application letter;
2. Comprehensive resume with 2x2 ID picture and brief job description of positions handled from previous employer
3. Photocopy of Transcript of Records

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

ARNEL B. GARCIA, CESO II
Regional Director