

## NOTICE OF VACANCY

Please be informed that the DSWD-CAR is inviting applicants (regardless of gender, civil status, Disability, religion, ethnicity, or political affiliation) to fill-up the hereunder vacant position/s:

### THREE (3) ADMINISTRATIVE AIDE IV (JOB ORDER) Under the Sustainable Livelihood Program

Item Number: ---

Vice: ---

Monthly Salary: PhP 14,575.10 (SG 4)

Area of Assignment: Office of the; Regional Director, ARD- Operations, ARD- Administration

#### Minimum Qualification Standards

**Education** : At least two years in College  
**Training** : None Required  
**Experience** : None Required  
**Eligibility** : CS Sub- Professional

<b>Brief Description of the General Function of the Position</b>	Records and oversees all incoming and outgoing communications; types confidential correspondences, reports and other documents; operates fax machines and transmits messages to LGUS, NGOS, and other GOS; interviews and screens persons seeking assistance from the supervisor; and perform other related tasks as may be specified by the immediate supervisor.
--	--

Interested and qualified applicants may submit their application to the undersigned on or before 5 PM of APR 11 2018 with the following attachments:

- Fully accomplished Personal Data Sheet (CS Form No. 212 Revised 2017) (with attached summary of functions/ job description for each position held)/ Comprehensive Resume (with indicated functions/ job description for each position held)/
- Diploma
- Transcript of Records
- Certificate/s of training/s
- Certificate/s of previous and present employment (if applicable)
- Company clearance (latest employer, if applicable)
- Performance Appraisal/ Evaluation rating (if applicable)
- CSC eligibility/ PRC rating report and updated license
- NBI Clearance
- NSO Birth Certificate
- Marriage Certificate (if applicable)

**Applications with incomplete attachments will not be accepted.**  
**Applicants previously not considered need not apply.**

2 April 2018  
Date of posting/CSC Publication: \_\_\_\_\_

APR 05 2018

  
**JANET P. ARMÁS**  
OIC-Regional Director