

## 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 positions:

### 3 – ADMINISTRATIVE ASSISTANT III (CONTRACT OF SERVICE) under the Centers and Institutions

Item Number: ---

Vice: ---

Monthly Salary: P19,744.49 (SG 9)

Area of Assignment: Regional Haven, RSCC, RRCY

#### Minimum Qualification Standards

**Education** : Bachelor's Degree relevant to the job

**Training** : 4 hours relevant training

**Experience** : 1 year relevant experience

**Eligibility** : Career Service Sub-professional (1st level) eligibility

<b>Brief Description of the General Function of the Position</b>	The Administrative Assistant III receives and sorts incoming communications for endorsement to appropriate units/sections/individuals, and encodes the same in the database for monitoring, records and transmits outgoing communications of the Field Office thru mail/JRS/PUBs or handcarry, prepares transmittal of communications/reports sent to Central Office using the set template, and performs other task that may be assigned by the immediate supervisor such as but not limited to administrative-related tasks, among others.
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Interested and qualified applicants may submit their application to the undersigned on or before 5 PM of April 22, 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.**

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

JPA/MBD/EHGJr/CEN/PC/pkrd

13 April 2018

Date of posting/CSC Publication: \_\_\_\_\_

APR 16 2018

## 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 **anticipated** vacant position:

### 1 – LIBRARIAN II (CONTRACT OF SERVICE) under the Capacity Building Section

Item Number: ---  
Vice: *Mr. Rojan A. Paleng*  
Monthly Salary: P31,403.33 (SG 15)  
Area of Assignment: Regional Learning Resource Center

#### **Minimum Qualification Standards**

**Education** : Bachelor of Science in Library Science/Information Science  
**Training** : 4 hours relevant training  
**Experience** : 1 year relevant experience  
**Eligibility** : RA 1080 (Registered Librarian)


<b>Brief Description of the General Function of the Position</b>	The Librarian II is expected to establish collections of various sections of the Regional Learning Resource Center including cataloging and safekeeping of LRC collections and other knowledge products, ensure functionality of services offered at the regional LRC and maintained operations of the equipment and facility and assist in the development of Knowledge Products (i.e. Good Practices, other types of KPs).
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13 April 2018  
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