

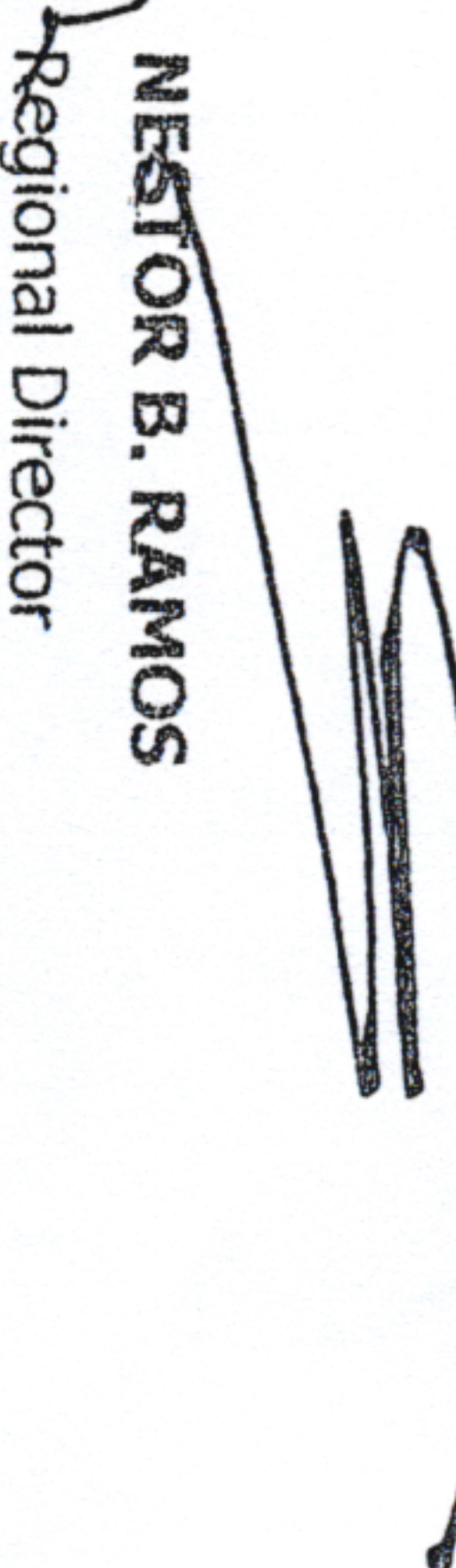
REPUBLIKA NG PILIPINAS
KAGAWARAN KAGALINGANG PANLIPUNAN AT PAGPAPALUNLAD
(Department of Social Welfare and Development)
Field Office IX, Zamboanga City

POSTING OF VACANCIES

As of February 11, 2019

NO.	POSITION TITLE	ITEM NO.	NO OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS			ASSIGNMENT	PERFORMANC RATING (for existing sta only)
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
1	Administrative Assistant V MOA/COS (NHTS-BASULTA)	N/A	1	11	Graduate of two (2) year course in Office Management, Secretarial or related courses	With at least One (1) year relevant experience in administrative support function; Knowledge in basic computer operator (database application, excel, powerpoints, etc.) Able to work in a team setup Knowledge in preparing routine/rgular inter-office communications.	Atleast with 24 hours of relevant training	None required	DSWD-FO IX

Approved by:


NESTOR B. RAMOS
Regional Director


FEL L. DELA CRUZ
OIC-Chief, HRMDD