

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

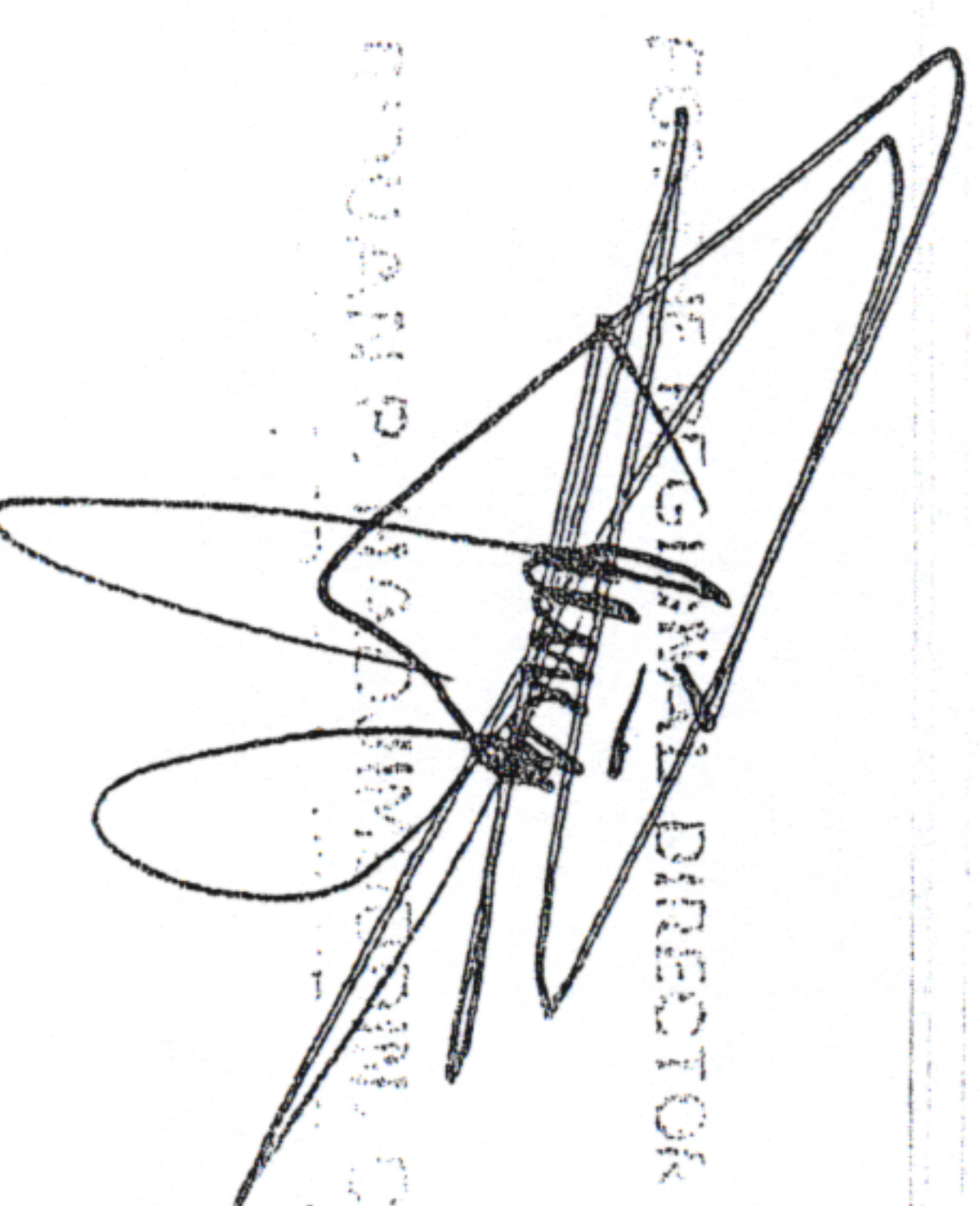
NO.	POSITION TITLE	ITEM NO.	NO OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS				ASSIGNMENT	PERFORM RATING (for existing position)
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
1	Regional Executive Assistant	MOA	1	(SG 20) Php 48,837.00	Any 4 yrs relevant course preferably along Social Sciences, Development Communication, and other related fields.	At least Two (2) years of work experiences along: a. Executive liasoning/coordinating/networking; b. Organizing & facilitating meetings/conferences/workshops; c. Preparing executive summaries, correspondences and proceedings/minutes/other technical papers/documentation; d. Managing appointments, travel itineraries and other events/workflow schedules of the executive; e. Supervising administrative and operational activities; f. other related experiences;	At least 24 hrs of relevant trainings	None required	DSWD-FO IX, Office of the Regional Director (Co-Terminous with the Regional Director)	V (for its status)

Certified Correct:

Noted By:


FEL L. DELA CRUZ
OIC-Chief, HRMDD

NESTOR B. RAMOS
Regional Director


REGIONAL DIRECTOR
02/01/19