

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

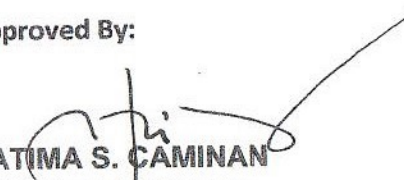
POSTING OF VACANCIES
As of November 2019

POSITION TITLE	ITEM NO.	NO. OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT	PERFORMANCE EVALUATION (for existing staff only)	NEXT IN RANK
				EDUCATION	EXPERIENCE	TRAINING				
1. Administrative Assistant II	MOA - E-AICS	9	8	Completion of two-years studies in tertiary education, or graduate of any two-year technical-vocational course	1. 1 year relevant experience 2. Computer Literate with knowledge on basic accounting 3. Knowledge on Records Management 4. Good written and Oral Communication Skills 5. Able to work harmoniously, competently and effectively even under pressure	4. Four (4) hours relevant training	Preferably with Career Service (Sub-Professional) 1st Level Eligibility	DSWD FO -IX SWADTS		

Certified Correct:


FE L. DELA CRUZ
OIC - CHIEF, HRMDD

Approved By:


FATIMA S. CAMINAN
OIC - Regional Director