


REPUBLIKA NG PILIPINAS
KAGAWARAN KAGALINGANGPANLIPUNAN AT PAGPAPAUNLAD
 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	DURATION OF CONTRACT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
1	Administrative Assistant II (SLP)	MOA	1	8	Atleast 2 years in College or graduate of Vocational Technical Courses	Atleast with 1 year experience in Administrative works with ff. Skills 1. Computer Literate 2. Good problem Solving 3. Excellent Oral & Written Communication	At least 4 hours relevant training in filing & records keeping	none required	RPMO	

Certified Correct by


FRJ WENA CRUZ
 OIC-Chief HRDMM

Noted by:


FATIMA S. CAMINAN
 OIC-Regional Director