



BE AN **ANGEL IN RED VEST**

BE PART OF DSWD FIELD OFFICE 3 - CENTRAL LUZON

ONE (1) ADMINISTRATIVE ASSISTANT II (CLERK IV)

ITEM CODE: OSEC-DSWDB-ADAS2-193-2004

Employment Status: **PERMANENT**

Monthly Compensation: **SG 8 (PHP 21,448.00)**

Place of Assignment: **FINANCIAL MANAGEMENT
DIVISION**

Deadline of Submission: **APRIL 14, 2025**



ONLY THOSE QUALIFIED APPLICANTS WHO APPLIED THROUGH THE QR CODE
ABOVE WITH COMPLETE DOCUMENTS WILL BE ENTERTAINED.

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CSC QUALIFICATION

Education: Completion of two years studies in college

Training: Four (4) hours of relevant training

Experience: One (1) year of relevant experience

Eligibility: Career Service (Sub-professional/First Level Eligibility)

PREFERRED QUALIFICATION

Education: Bachelor's degree in Accountancy, Accounting Technology, or any business related courses

Training: Four (4) hours of relevant training

Experience: One (1) year of relevant experience

Eligibility: Career Service (Sub-professional/First Level Eligibility)

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PRIMARY TASKS:

1. Acts as Admin Team Leader of FMD DC Office;
2. Drafts proposal and purchase request;
3. Monitors 8888 Compliance;
4. Acts as Records Custodian and alternate Property and supply Officer;
5. Responsible for Admin related matters of the Division Chief's Office (Such as SO, Locators slips, leave application, etc.);
6. Monitors the scheduled activities of the Division;
7. Monitors reportorial requirements submission within the Division;
8. Acts as Alternate technical staff responsible in reviewing documents prior action of the Division Chief;
9. Other task that the immediate supervisor may assigned;
10. Renders of Overtime as requested by the Division Chief.

APPLY NOW!



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APPLICANTS SHALL BE GRADED BY THE FOLLOWING CRITERIA FOR EVALUATION:

Education	25%
Training	10%
Experience	25%
Written Exam	20%
Competency-Based Interview	15%
IPCR or any related Performance	5%
Assessment/Review	
Total	100%



- Application with complete document is highly encouraged.
- Only qualified applicants will be called for examination and/or interview.
- All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.
- Requests for extension of submission and application with incomplete documents will not be entertained.
- All notifications and updates on your application will be sent through email.

