

Department of Social Welfare and Development  
Field Office 5, Molo Iloilo City

# ANTICIPATED VACANCIES!!! (FOR IMMEDIATE HIRING)

## 1 - Administrative Assistant III (Convergence)

Salary Grade : SG11 (PHP 18,549.00)  
Funding Source: CONVERGENCE  
Preferred Qualifications (Competency-based)

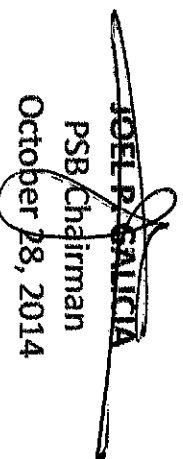
**Educational Requirements:** Bachelor's Degree relevant to the job, preferably in Social Science

**Experience Requirements:** 1 year relevant Experience, preferable with good oral and written communication skills

**Training Requirements:** 4 hours relevant trainings

**Proficiency Requirements:** MS Office applications – Word, Excel and Ppt

Interested applicants to submit application letter and curriculum vitae addressed to the Regional Director on or before October 31, 2014.

  
JOEL P. SALICIA  
PSB Chairman  
October 28, 2014