

TO : **ALL EMPLOYEES**
 FROM : THE PRESIDENT & CEO
 DATE : MARCH 14, 2023
 REFERENCE : HR – 2023 – 100
 SUBJECT : **VACANT POSITIONS AS OF MARCH 14, 2023**

Please be informed of the vacant plantilla positions below and their corresponding qualification requirements:

ITEM NO.	SG	POSITION	DIV./DEPT.	EDUCATION	EXPERIENCE	TRAINING
234	14	Cashier II (Executive Assistant)	Trust Administration Department to be assigned under Resettlement and Project Management Group	Bachelor's degree relevant to the job	3 years of relevant work experience	24 hours of relevant training
249 (republication)	8	Administrative Assistant I	Strategic Communications Department	Bachelor's degree relevant to the job	1 year of relevant work experience	4 hours of relevant training

If interested, kindly submit an **application letter with updated resume, Transcript of Records, and training certificates** which will aid HRDD in the evaluation of your application. Deadline for submission of application is five working days from date of posting.

SHFC's Recruitment and Promotion policies follow the principle of Equal Opportunity: there shall be no discrimination towards any applicant or employee on account of age, sex, civil status, religion, disability, ethnicity, or political affiliation.

For further queries, you may contact HRDD at (0917) 561 7280 / (0956) 099 9912 or shfc.recruitment3@gmail.com.

FEDERICO A. LAXA
President & CEO