

TO : **ALL EMPLOYEES**

FROM : **THE PRESIDENT**

DATE : **15 MARCH 2022**

REFERENCE : **HR – 2022 – 79**

SUBJECT : **VACANT POSITIONS AS OF 15 MARCH 2022**

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

ITEM NO.	SG	POSITION	DIV./DEPT.	EDUCATION	EXPERIENCE	TRAINING
81	18	Senior Marketing Specialist (assigned as HRMO III)	LCMP/Western Visayas Regional Operations to be assigned under Human Resources Development Department	Bachelor's Degree in Psychology, Social Science or Management Major in Human Resources	2 years of relevant work experience	8 hours of relevant training
12	15	Account Specialist (assigned as HRMO II)	SPD/HDH NCR to be assigned under Human Resources Development Department	Bachelor's Degree in Psychology, Social Science or Management Major in Human Resources	1 year of relevant work experience	4 hours of relevant training
21 (republishation)	20	Internal Auditor III	Internal Audit Department	Certified Public Accountant (CPA) Bachelor's degree in Accountancy	4 years of relevant work experience	40 hours of relevant training
223 (republishation)	13	Documents Analyst II	Documentation Control, Custodian, and Funds Generation Department	Bachelor's degree relevant to the job	1 year of relevant work experience	4 hours of relevant training
249 (republishation)	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.

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

ATTY. ARNOLFO RICARDO B. CABLING
President



Kaagapay ng Komunidad sa Maginhawang Pamumuhay



TO : **ALL EMPLOYEES**
FROM : **THE PRESIDENT**
DATE : **24 MARCH 2022**
REFERENCE : **HR – 2022 – 80**
SUBJECT : **VACANT POSITIONS AS OF 24 MARCH 2022**

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

ITEM NO.	SG	POSITION	DIV./DEPT.	EDUCATION	EXPERIENCE	TRAINING
29	18	Community Development Officer III (assigned as PDO)	OSVP – Legal, Asset Management, and Partners Cluster	Bachelor's degree relevant to the job	2 years of relevant work experience	8 hours of relevant training
92 (republication)	15	Accounts Specialist (assigned as Communications Officer II)	South Luzon Area Operation to be assigned under Strategic Communications Department	Bachelor's Degree	2 years of relevant work experience	24 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.

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


ATTY. ARNOLFO RICARDO B. CABLING
President 

ZAR 3/28/22