

TO : ALL DIVISION CHIEFS/UNIT HEADS/CENTER HEADS &  
SWADT LEADERS/PROVINCIAL LINKS

ATTENTION: All Next-in-rank and other Qualified Applicants

SUBJECT : **Schedule of Examinations and Interview**

DATE : March 9, 2017

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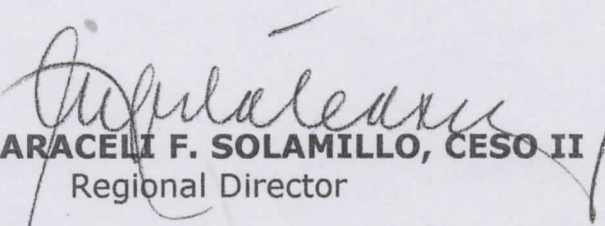
Attached for your information are vacancies for Regular & MOA Positions - with specified qualification requirements, which are open to all interested qualified applicants to wit:

1. One (1) Project Development Officer II- Regular
2. Two (2) Social Welfare Officer II - Regular
3. One (1) Administrative Officer IV - Regular
4. One (1) Administrative Officer III - Regular
5. One (1) Administrative Assistant II - Regular
6. Two (2) Administrative Aide IV - Regular
7. Seventy Four (74) Project Development Officer II(SLP) - MOA
8. Three (3) Project Development Officer I (SFP) - MOA
9. Five (5) Municipal Roving Bookkeeper (Pantawid) - MOA
10. Seventeen (17) Social Welfare Assistant (Pantawid) - MOA

Applicants must submit to the Human Resource (HR) Unit (3<sup>rd</sup> Floor), One (1) copy of Application Letter with complete attachments Personal Data Sheet (PDS) with 2x2 latest colored picture, photocopy of Transcript of Records and Eligibility (if any), for paper screening purposes.

**Schedule:**

- Paper Screening - March 13-17, 2017
- IQ Exam(for qualified screened applicants)-Mar. 20,2017@ 1:00-5:00PM  
Mar. 21, 2017 @ 8:00-5:00PM
- Hands-On Exam - March 22, 2017 (1:00PM - 5:00PM)
- Interview - To be scheduled

  
**ATTY. ARACELI F. SOLAMILLO, CESO II**  
Regional Director

REPUBLIKA NG PILIPINAS  
 KAGAWARAN KAGALINGANG PANLIPUNAN AT PAGPAPANUNLAAD  
 (Department of Social Welfare and Development)  
 Field Office IX, Zamboanga City

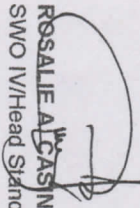
NO.	POSITION TITLE	ITEM NO.	NO OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS				ASSIGNMENT	PERFORMANCE RATING (for existing staff only)	NEXT IN RANK
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY			
1	Project Development Officer III (Regular)	OSEC-DSWDB-PDO2-236-2004	1	15	Bachelors degree relevant to the job	1. With at least two (2 years) relevant working experience; E.g. Livelihood assistance, micro-enterprise, community organizing, conduct of training along basic business management; 2. Good Oral and Written Communication skills, preferably with training skills; 3. Computer literate (database application, excel, powerpoints, etc.)	Atleast with 24 hours of relevant training	CSC (Professional)/2nd level eligibility	DSWD-FO IX	VS	SWO Is
2	Social Welfare Officer II (Regular)	OSEC-DSWDB-SOCWO2-579-2004  OSEC-DSWDB-SOCWO2-568-2004	2	15	Bachelor's Degree in Social Work (BSSW)	1. Atleast One (1) year of progressively responsible experience in social welfare and development services and other related work. 2. Computer literate (database application, excel, powerpoints, etc.)	Atleast with 24 hours of relevant training	RA 1080 (Licensed Social Worker)	DSWD-FO IX	VS	SWO Is
3	Administrative Officer IV (Regular)	OSEC-DSWDB-ADO14-51-2015	1	15	Bachelor's degree relevant to the job	1. At least Two (2) years of relevant experience; 2. Computer literate (database application, excel, powerpoints, etc.)	At least with 24 hours of relevant training	Career Service (Professional)/2nd level eligibility.	DSWD-FO IX	VS	



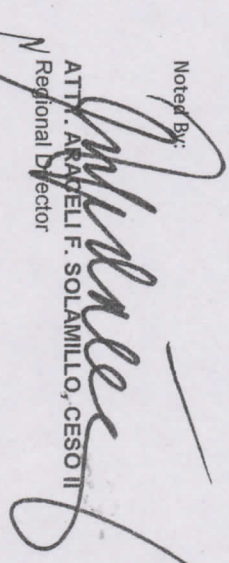
4	Administrative Officer III (regular)	OSEC-DSWDB-ADOF3-75-2004	1	14	Bachelor's degree relevant to the job	1. At least Two (2) years of relevant experience 2. Computer literate (database application, excel, powerpoints, etc.)	At least with 16 hours of relevant training	Career Service (Professional)/ 2nd level eligibility	DSWD-FO IX	VS	
5	Administrative Assistant II	OSEC-DSWDB-ADAS2-221-2004	1	8	Completion of two years studies in college	1. At least One (1) years of relevant experience 2. Computer literate (database application, excel, powerpoints, etc.)	4 hours of relevant training	Career Service (sub-professional)/ 1st level eligibility	DSWD-FO IX	VS	
6	Administrative Aide IV	OSEC-DSWDB-ADA4-769-2004 OSEC-DSWDB-ADA4-761-2004	2	4	Completion of two (2) years studies in College	1. With at least One (1) year relevant experience in administrative support function 2. Computer literate (database application, excel, powerpoints, etc.)	At least with 8 hours of relevant training	Career Service (Sub-Prof)/ 1st Level	DSWD-FO IX	VS	
7	Project Development Officer II (SLP)	MOA/COS	74	15	Bachelor's degree in Commerce or any business related course	1. With at least two (2 years) relevant working experience; E.g. Livelihood assistance, micro-enterprise, community organizing, conduct of training along basic business management;	At least with 24 hours of relevant training	None	DSWD-FO IX	VS	
8	Project Development Officer I (SFP)	MOA/COS	3	11	Bachelor's degree related to the job (preferably BS in Accountancy or related courses)	1. With experience in bookkeeping and analysis of financial reports; 2. Knowledgeable in technical writing, communication skills and MS Office Applications; 3. Capability to work in a fast-paced working environment under pressure and multi-tasks; 4. Positive attitude to work with minimum supervision and hardworking	None required	None	DSWD-FO IX		

9	Municipal Roving Bookkeeper (Pantawid)	MOA/COS	5	9	BS Business Administration, Commerce or any related course	Preferably 1 yr related experience in Bookkeeping and other Accounting related task with the following skills: 1. Computer Literate; 2. Good Problem Solving and Analytical Skills; 3. Excellent Oral & Written Communicatio skills	Atleast with 8 hours of relevant training	None	DSWD-FO IX		
10	Social Welfare Assistant (Pantawid)	MOA/COS	17	8	Bachelor's Degree in Social Work (BSSW)	1. Computer Literate; 2. Good Problem Solving and Analytical Skills; 3. Excellent Oral & Written Communicatio skills	None required	RA 1080 (Licensed Social Worker)	DSWD-FO IX		

Certified Correct:

  
**ROSALIE ALCASNILLO**  
 SWO IV/Head Standards Unit, IDD

Noted By:

  
 ATT. ARADELI F. SOLAMILLO, CESO II  
 Regional Director