



Department of Social Welfare and Development

MIS

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 : May 9, 2017

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

**PLANTILLA POSITIONS:**

1. One(1) Administrative Officer II-Regular
  2. One(1) Administrative Assistant I-Regular
  3. One(1) Social Welfare Officer I-Reg. Contractual
- } w/ Eligibility

**SPECIAL PROJECTS**

1. One(1) Financial Analyst III (Pantawid)-Contractual
2. Two(2) Administrative Assistant II (Pantawid)-Contractual
3. One(1) PDO II-Beneficiary Data Mngt System (Pantawid)-Contractual
4. One(1) Computer Maintenance Technologist II (Pantawid)-Contractual
5. Seven(7) Municipal Roving Bookkeeper (Pantawid)-MOA
6. Three(3) Project Development Officer I (SFP)-MOA
7. Two(2) Social Welfare Officer III (DREAM U-PAMANA)-MOA
8. Two(2) Project Development Officer III (DREAM U-PAMANA)-MOA
9. Eight(8) Project Development Officer II (SLP)-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 – **May 15-19, 2017**
- IQ Exam(for qualified screened applicants) – **May 22-23, 2017**
- Hands-On Exam – **May 24, 2017**
- Interview – To be scheduled

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



REPUBLIKA NG PILIPINAS  
KAGAWARAN KAGALINGANG PANLIPUNAN AT PAGPAPAUNLAAD  
(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	Administrative Officer II (regular)	QSEC-DSWDB-ADOF2-65-2015	1	11	Bachelor's degree relevant to the job	1. At least One (1) year of relevant experience 2. Computer literate (database application, excel, powerpoints, etc.)	At least with 8 hours of relevant training	Career Service (Professional)/ 2nd level eligibility	DSWD-FO IX	VS	
2	Administrative Assistant I	QSEC-DSWDB-ADAS1-167-2004	1	7	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.)	Atleast with 4 hours of relevant training	Career Service (Sub-Prof)/ 1st Level	DSWD-FO IX	VS	
3	Social Welfare Officer	Reg. Contractual	1	11	Bachelor's Degree in Social Work	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 RA 1080/2nd Level	DSWD-FO IX	VS	
4	Project Development Officer I (SFP)	MOA/COS	3	11	<del>Bachelor's degree</del> related to the job (preferably BS in ND 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		



5	Social Welfare Officer III (DREAM U-PAMANA)	MOA/COS	2	18	Bachelor's Degree in Social Work	1. At least Four (4) years relevant experience in community works in the implementation of DSWD-DRRM programs, projects and activities (PPAs); 2. Computer literate with knowledge on MS Office; 3. Great attention to details; 4. Good written and oral communication; 5. Excellent analytical thinking; and 6. Able to work harmoniously , competently and effectively even under pressure.	Atleast with 16 hours of relevant training	RA 1080 (Registered Social Worker)	DSWD-FO IX		
6	Project Development Officer III (DREAM U-PAMANA)	MOA/COS	2	18	Bachelor of Science in Civil Engineering	1. At least a year of practical experience in community works in the implementation of shelter projects and other DSWD-DRRM programs, projects and activities (PPAs); 2. Computer literate with knowledge on MS Office; 3. Great attention to details; 4. Good written and oral communication; 5. Excellent analytical thinking; and 6. Able to work harmoniously , competently and effectively even under pressure.	Atleast with 2 hours of relevant training (Preferably with Capacity Building along Disaster Risk Reduction and Mngt. (DRRM) program implementation and on shelter construction)	RA 1080 (CE)	DSWD-FO IX		
7	Project Development Officer II (SLP)	MOA/COS	8	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;  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	None	DSWD-FO IX	VS	

Certified Correct:

JAYSON L. ELIAS  
AO W Head, HRDU

Noted By:

ATTY. ARACELI F. SOLAMILLO, CESO II  
Regional Director



**REPUBLIKA NG PILIPINAS**  
**KAGAWARAN KAGALINGANGPANLIPUNAN AT PAGPAPAUNLAD**  
 Department of Social Welfare and Development  
 Field Office IX, Zamboanga City

	POSITION TITLE	STATUS OF EMPLOYMENT	VACANT POSITION	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	ASSIGNMENT	PERFORMANCE RATING (for existing staff only)	NEXT IN RANK
1	<b>FINANCIAL ANALYST III</b> <b>(Pantawid Pamilya)</b>	Contractual	1	18	Bachelor's degree in Accountancy	Atleast 2 years relevant experience, preferably in a government institution	Atleast 8 hours in government accounting systems	none required	REGIONAL OFFICE (BUDGET UNIT)		
2	<b>Administrative Assistant II</b> <b>(Pantawid Pamilya)</b>	Contractual	2	8	Atleast 2 years in College or graduate of Vocational Technical Courses	Atleast with 1 year experience in Administrative works with ff. Skills 1.Computer Literate 2.Good problem Solving 3.Excellent Oral & Written Communication	At least 2 hours relevant training in filing & records keeping	none required	LILOY & PAGADIAN CITY		
3	<b>Project Development Officer II-Beneficiary Data Management System</b>	Contractual	1	15	BS Degree relevant to the Job preferably:  *Computer Science *Information Technology	At Least 1 experience in developmental-related projects involving the ff. Skills: 1. Data/Information Mgt, 2. Computer Literate 3. Good in Report Generation & Technical Writing 4. Good Analysis of Statistical Data 5. Good Project Mgt.Skills	At least 16 hrs. Experience in Data Mgt.,Project Mgt.,Research	none required	PAGADIAN CITY,ZDS		
4	<b>Computer Maintenance Technologist (CMT II)</b>	Contractual	1	15	Bachelor's Degree in Information Technology and/ or other Computer related courses	8 hours relevant training at least 1 year experience in providing administrative assistance and maintaining computer database	Proficient in using MS Excel and other MS office application; can understand, utilized and manage a database system.	none required	REGIONAL OFFICE (BUDGET UNIT)		



5	Municipal Roving Book Keeper	MOA (Pantawid Pamilya)	7	9	BS Business Administration, Commerce or any related course	Preferably with 1-year related experience in Book Keeping and other Accounting-related task with the ff. Skills: 1. Computer Literate 2. Good Problem Solving and Analytical Skills; 3. Excellent Oral & Written Communication Skills;	At least 8 hours relevant training	none required	Across Region IX		
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Certified Correct by:

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