

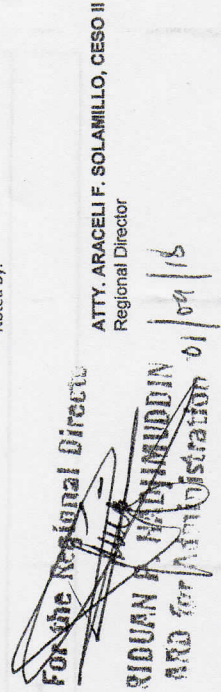
REPUBLIKA NG PILIPINAS  
KAGAWARAN KAGALINGANG PANLUPUNAN AT PAGPAPALUNLAAD  
(Department of Social Welfare and Development)  
Field Office IX, Zamboanga City

NO.	POSITION TITLE	ITEM NO.	NO OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS			ASSIGNMENT	PERFORMAN CE RATING (for existing staff only)	NEXT IN PUBLI C	
					EDUCATION	EXPERIENCE	TRAINING				ELIGIBILITY
1	Social Welfare Officer V	OSEC-DSWDB-SOC-WOS-157-2004 (Plantilla)	1	24	Bachelor's Degree in Social Work (BSSW); With 24 Graduate Units in Social Work	1. Four (4) years of progressively responsible experience in planning, organizing, directing, coordinating, supervising activities in social welfare and development services and research or other related work. 2. Computer literate (database application, excel, powerpoints, etc.)	At least with 40 hours of relevant training	RA 1080 (Licensed Social Worker)	DSWD-FO IX, Zambo. City	VS	SWO IVs
2	Engineer III	MOA	2	19	Bachelor's degree in Civil Engineering	At least with minimum of 3 yrs CADD and drafting experience Additional experience: 1. Knowledge on pertinent rules, regulations & laws on building management; 2. Knowledge on AutoCAD, 3D's Max & Photoshop shall be an advantage; 3. Required skills: Pert CPM, CADD, Estimates 4. Good analytical and problem-solving skills 5. Creative, articulate and has good presentation skills 6. Strong mathematical ability 7. Attention to detail 8. Excellent oral and written communication 9. Ability to liaise well with professionals from other discipline; and 10. Able to work harmoniously, competently and effectively even under pressure	At least with 16 hours of relevant training	RA 1080 (Licensed Engineer)	DSWD-FO IX		
3	Financial Analyst II	MOA	1	15	Bachelor's degree in Business Courses: Commerce, Accountancy, Management Accounting, Business Administration, Accounting Technology, or any business related courses.	1. At least with minimum of 2 year relevant work experience; 2. Can work well with others e.g. self-confident, assertive, independent minded 3. Proficient in Excel 4. Has good communication skills, able to organize, and can present ideas with clarity and substance	none required	none required	DSWD-FO IX		
4	Administrative Assistant II	MOA	1	8	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.) 3. Good Interpersonal relationship and positive attitude in dealing with multi-tasks	At least with 4 hours of relevant training				

Certified Correct:

  
JAYSON L. ELIAS  
AO/Head, HRDO

Noted By:

  
ATTY. ARACELI F. SOLAMILLO, CESO II  
Regional Director  
01/09/15