

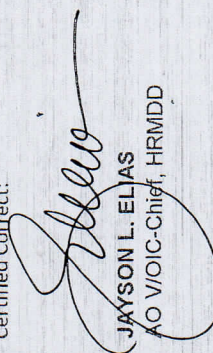
REPUBLIKA NG PILIPINAS
KAGAWARAN KAGALINGANG PANLIPUNAN AT PAGPAPAUNLAAD
(Department of Social Welfare and Development)
Field Office IX, Zamboanga City

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	Social Welfare Officer II (Regular)	OSEC-DSWDB-SOCWO2-576-2004	1	15	Bachelor's Degree in Social Work (BSSW) only	1. Atleast Two (2) years 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	
2	Planning Officer I	OSEC-DSWDB-PLOI-56-2015	1	11	Bachelor's degree relevant to the job	1. At least One (1) year of relevant experience in Planning or in monitoring and Evaluation of projects. 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	

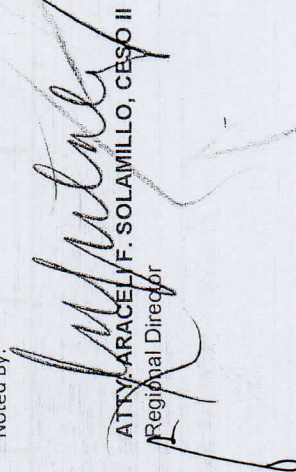
3	Project Development Officer II (SLP)	MOA/COS	8	15	Bachelor's degree in Commerce, Accountancy, Bus. Mngt., or any business related courses only	1. With at least two (2) years) relevant working experience; E.g. Livelihood assistance, micro-enterprise, community organizing, conduct of training along basic 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	Preferably with 2nd Level Eligibility	DSWD-FO IX	VS	
4	Administrative Assistant II	OSEC-DSWDB-ADAS2-117-2015	1	8	Completion of two years studies in college/ Associate in Computer Secretarial or any relevant associate courses.	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	
5	Administrative Aide IV	OSEC-DSWDB-ADA4-761-2004	1	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.)	Atleast with 4 hours of relevant training	Career Service (Sub-Prof)/ 1st Level	DSWD-FO IX	VS	
6	Social Welfare Aide	Casual	1	4	Completion of two (2) years studies in college	atleast 1 year relevant experience	Atleast with 8 hours of relevant training	Preferably CSC Sub Prof Eligibility/1st Level	DSWD-FO IX		

7	Project Development Officer II - Grievance Redress System Officer (Pantawid Pamilya)	Contractual	1	15	Bachelor's Degree in Law, Political Science and other courses related to the job	At least 2 years preferably on handling Grievances complaints (Additional: Computer proficient, excellent communicatio skills, good reportorial skills, excellent problem solving skills)	At least 4 hrs of relevant training preferably in problem solving and complaints	Preferably with 2nd Level Eligibility	DSWD-Zamboanga Del Norte	VS	
8	Financial Analyst II (Pantawid Pamilya)	Contractual	1	15	Bachelor's degree in Commerce, Accountancy, Bus. Mngt., or any business related courses only	at least two (2 years) relevant working experience; 1. Computer Proficient; 2. Excellent communication skills; 3. Good reportorial skills	At least with 8 hours in government accounting system	Preferably CPA	DSWD-FO IX	VS	
9	Project Development Officer II - Beneficiary Data Management System	Contractual	1	15	Bachelor's degree related to the job preferably Computer Science, Information Technology.	At least 1 year experience in developmental-related projects involving the following skills: * Data/Information Management * Computer Literate * Good in Report Generation & Technical Writing * Good analysis of Statistical Data * Good Project Mngt Skills	At least with 16 hrs. experience in Data Mngt. Project Mngt, Research	Preferably with 2nd Level Eligibility	DSWD-Zamboanga Sibugay Province	VS	

Certified Correct:


JAYSON L. ELÍAS
AO V/OIC-Chief, HRMDD

Noted By:


ATTY. ARACELY F. SOLAMILLO, CESO II
Regional Director