

Department of Social Welfare and Development

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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 21, 2018

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

NO.	POSITION TITLE	NO OF VACANT POSITION	QUALIFICATION REQUIREMENTS				ASSIGNMENT
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
1	Nutritionist & Dietician III (REGULAR)	1	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	1. 2 years of relevant experience 2. Computer literate (database application, excel, powerpoints, etc.)	8 hours of relevant training	RA (Nutritionist – Dietician)	DSWD-FO IX
2	Project Development Officer II (REGULAR)	1	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	Atleast with 24 hours of relevant training	Career Service (Professional)/ 2nd Level Eligibility	DSWD-FO IX

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office IX

General Vicente Alvarez Street, Zamboanga City

Telephone Nos. (63/62) 991-6030 / 991-8346/ 991-1001

Email: fo9@dswd.gov.ph

Website: www.fo9.dswd.gov.ph



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				Skills, preferably with training skills; 3. Computer literate (database application, excel, powerpoints, etc.)			
3	Psychologist I (REGULAR)	1	Bachelor's Degree in Psychology	1. 2 years of relevant experience 2. Computer literate (database application, excel, powerpoints, etc.)	Atleast with 24 hours of relevant training	Career Service (Professional)/ 2nd Level Eligibility	DSWD-FO IX
4	Social Welfare Assistant (REGULAR)	1	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 4 hours of relevant training	career service (sub-professional)/1 st level eligibility	DSWD-FO IX
5	Administrative Assistant II (REGULAR)	3	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
6	Administrative Aide IV (REGULAR)	1	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 Eligibility	DSWD-FO IX

Applicants must submit to the Human Resource (HR) Unit (2nd Floor), One (1) copy of Application Letter with complete attachments Personal Data Sheet

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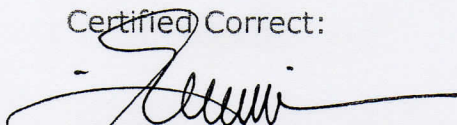
Department of Social Welfare and Development

(PDS) with 2x2 latest colored picture, photocopy of Transcript of Records and Eligibility (if any), for paper screening purposes.

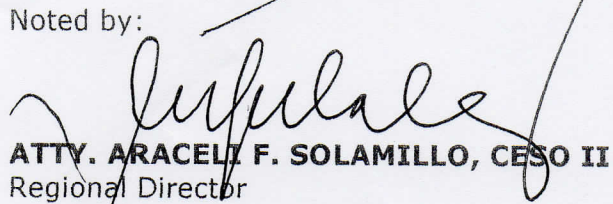
Schedule:

- Paper Screening – **May 21, 2018 to May 30, 2018**
- IQ Exam(for qualified screened applicants)–**May 31, 2018**
June 1, 2018
- Hands-On Exam – To be scheduled
- Interview – To be scheduled

Certified Correct:


JAYSON L. ELIAS
AO V/OIC-Chief, HRMDD

Noted by:


ATTY. ARACELI F. SOLAMILLO, CESO II
Regional Director

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