



Department of Social Welfare and Development

FIELD OFFICE IX

03 JUL 2018
M. N. O. N. A. P. O. O. P. M.
R. P. O.
4/1/18

TO : ALL DIVISION CHIEFS/UNIT HEADS/CENTER HEADS/SWADT LEADERS & RPC's (Kalahi-CIDSS, Pantawid & SLP)

ATTENTION : All Interested and Qualified Applicants

SUBJECT : Schedule of Examinations and Interview

DATE : June 4, 2018

Attached for your information are Vacant KC – NCDDP (MOA) Positions with the corresponding qualification requirements, which are open to all interested qualified applicants; to wit:

POSITION TITLE	ITEM NO.	NO. OF VACANT POSITIONS	EDUCATION	EXPERIENCE	ELIGIBILITY	ASSIGNMENT
1. Regional Community Infrastructure Specialist	Technical Specialist - NCDDP	1	Bachelor's degree in Civil Engineering	1. Preferably with Seven (7) years' work experience in rural/community development programs/projects with specific functions of preparing a program of works (POW), detailed estimates, plans/drawings, technical specifications; 2. Managed implementation of Community Infrastructures; 3. Project/ Construction Management 4. With Five (5) years of working experience in foreign assisted projects 6. Must be proficient with computer applications using MS Word, Excel, PowerPoint, Access and other software preferably AUTO CAD	Licensed Civil Engineer, preferably with relevant graduate studies	KC - RPMO

Applicants must submit to the **Human Resource Management and Development Division (HRMDD) (2nd 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.

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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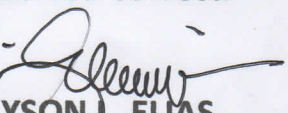
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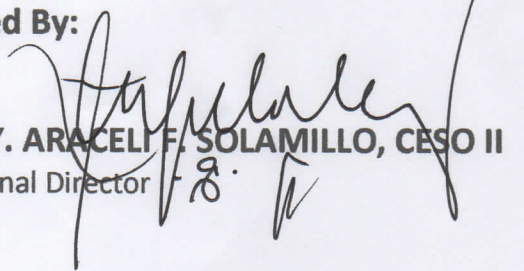
Schedule:

- Paper Screening – June 19, 2018
- IQ Exam *(for qualified screened applicants)*
- Hands-On exam -
- Interview – To be scheduled

Certified Correct:


JAYSON L. ELIAS
AO V/OIC – CHIEF - HRMDD


Noted By:


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

POSITION TITLE	ITEM NO.	NO. OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT	PERFORMANCE EVALUATION (for existing staff only)	NEXT IN RANK
				EDUCATION	EXPERIENCE	TRAINING				
1. Regional Community Infrastructure Specialist	Technical Specialist - NCDDP	1		Bachelor's degree in Civil Engineering	1. Preferably with Seven (7) years work experience in rural/community development programs/projects with specific functions of preparing a program of works (POW), detailed estimates, plans/drawings, technical specifications; 2. Managed implementation of Community Infrastructures; 3. Project/ Construction Management 4. With Five (5) years of working experience in foreign assisted projects 6. Must be proficient with computer applications using MS Word, Excel, Powerpoint, Access and other softwares preferably AUTO CAD	48 hours of relevant trainings on construction/ project management, rural/community development infrastructure	Licensed Civil Engineer, preferably with relevant graduate studies	KC - RPMO	-	-

Certified Correct:


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

Noted By:


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