

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 : November 9, 2018

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

	POSITION TITLE	VACANT POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	ASSIGNMENT
1	Project Development Officer I-Beneficiary Data Management System (Contractual)	1	BS Degree relevant to the Job	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	DSWD-FO IX, RPMO, Z.C.
2	Project Development Officer I (Monitoring & Evaluation Officer) Contractual	1	BS Degree relevant to the Job	With at least 1 year experience in any of the following: Monitoring and Evaluation, Research, Database Management	Atleast 4 hours of relevant training preferably With any of the following: Monitoring	none required	DSWD-FO IX, POO, Z.C.