



Department of Social Welfare and Development

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 : December 12, 2018

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

NO.	POSITION TITLE	NO. OF VACA NT POSIT ION	QUALIFICATION REQUIREMENTS				ASSIGNM ENT
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
1	Project Development Officer III	1	Bachelor's Degree relevant to the job	Two (2) years of relevant experience	Atleast with 16 hrs of relevant experience	Career Service (Professional)/ 2nd Level Eligibility	DSWD-FO IX
2	Social Welfare Officer II	1	Bachelor of Science in Social Work (BSSW)	With atleast two (2) years of responsible experience in Social Welfare and Development Services Computer literate (database application, excel,	Atleast with 36 hrs of relevant trainings	RA 1080 (Licensed Social Work)	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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				powerpoint, etc.)			
3	Social Welfare Assistant	1	Completion of two (2) years studies in College	With at least One (1) year relevant experience in administrative support function; 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
	Administrative Aide IV	2	Completion of two (2) years studies in College	With at least One (1) year relevant experience in administrative support function; Computer literate (database application, excel, powerpoints, etc.)	Atleast with 4 hours of relevant training	Career Service (Sub-Prof)/ 1st Level	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 (PDS) with 2x2 latest colored picture, photocopy of Transcript of Records and Eligibility (if any), for paper screening purposes.

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