



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 5, 2018

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

NO.	POSITION TITLE	NO. OF VACANT POSITION	QUALIFICATION REQUIREMENTS				ASSIGNMENT
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
1	Project Development Officer V (PDO V)/ Regional Project Coordinator	1	With Master's Degree or Certificate in Leadership and Management from the CSC	At least 3 years of Supervisory/Management experience. Additional: (Computer Literate, Communication Skills, Excellent Reportorial Skills)	* At least w/ 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years.	RA 1080 or CSC 2 nd Level	RPMO

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.