

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 : January 3, 2019

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 VACAN T POSITIO N	QUALIFICATION REQUIREMENTS				ASSIGNM ENT
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
1	Administrative Officer IV	1	Bachelor's degree relevant to the job	1. At Least Two (2) years of relevant experience; 2. Computer literate (database application, excel, powerpoints, etc.)	At least with 24 hours of relevant training	Career Service (Professio nal)/2nd level eligibility.	DSWD- FO IX
2	Administrative Officer II	1	Bachelor's degree relevant to the job	1. At least Two (2) years of relevant experience 2. Computer literate (database application, excel,	At least with 16 hours of relevant training	Career Service (Professio nal)/ 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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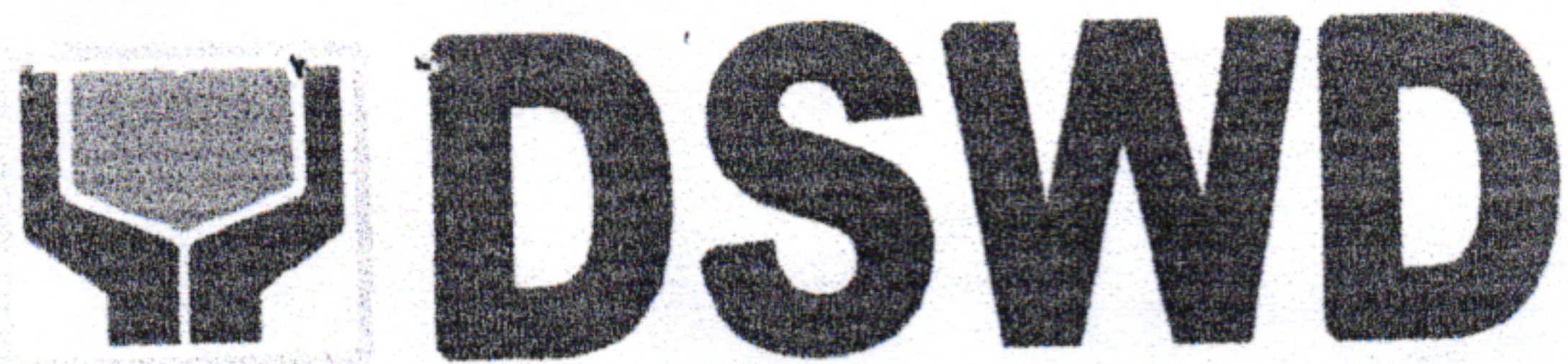


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Department of Social Welfare and Development

				powerpoints, etc.)			
3	Administrative Aide IV	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	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.

Schedule:

- Paper Screening – **January 3-7, 2019**
- IQ Exam(for qualified screened applicants)– **January 8, 2019 @ 9:00am**
- Hands-On Exam – January 9, 2019
- Interview – January 10, 2019

Certified Correct:

JAYSON L. ELIAS

AO V/OIC-Chief, HRMDD

Noted by:

RIDUAN P. HADJIMUDDIN, CESO IV

OIC-Regional Director

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