

Department of Social Welfare and Development

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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 : February 11, 2019

Attached for your information is a vacancy for MOA 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	Social Welfare Officer III/ Project Dev't Officer III MOA/COS (PSU-PAMANA)	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, powerpoint, etc.)	Atleast with 36 hrs of relevant trainings	RA 1080 (Licensed Social Work)/ Preferably 2nd Level Eligibility/ CS Professional	DSWD-FO IX
2	Project Development Officer II MOA/COS (PSU-PAMANA)	2	Bachelor's Degree relevant to the job	Two (2) years of relevant experience; Computer literate (database application, excel, powerpoint, etc.)	Atleast with 24 hours of relevant training	Preferably Career Service (Professional)/ 2nd Level Eligibility	DSWD-FO IX

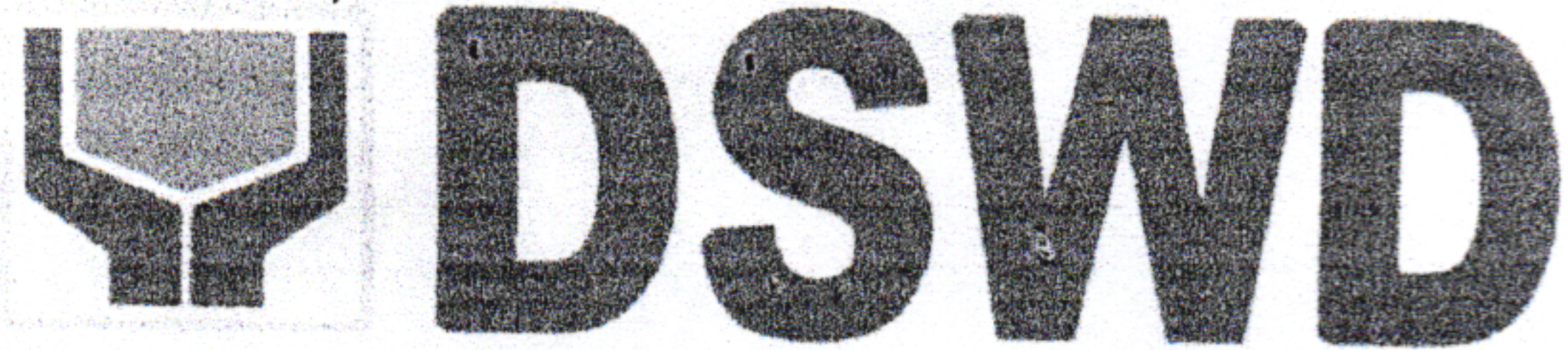
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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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3	Social Welfare Officer II MOA/COS (CRCF, SFP, E-AICS, Convergence)	5	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, powerpoint, etc.)	Atleast with 24 hours of relevant training	RA 1080 (Licensed Social Work)	1-FO IX 2-Liloy, ZDN 1-Dipolog City 1-RRCY, ZDN
4	Training Specialist I (Regional Training Assistant) MOA/COS (KC:NCDDP)	1	Bachelor's Degree in Social Science	With atleast three (3) years of training experience in community focused development work, especially adult education; Strong group facilitation skill Competency in the following areas: Communication/Human Relation, Administrative Skill, Organization Development Skills	Atleast with 24hrs of relevant experience	Preferrably Career Service (Professional)/ 2nd Level Eligibility	DSWD-FO IX
5	Administrative Assistant III MOA/COS (CRCF)	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 24 hours of relevant training	None required	1-ZC (AVRC III) 1-Polanco (BDSK)

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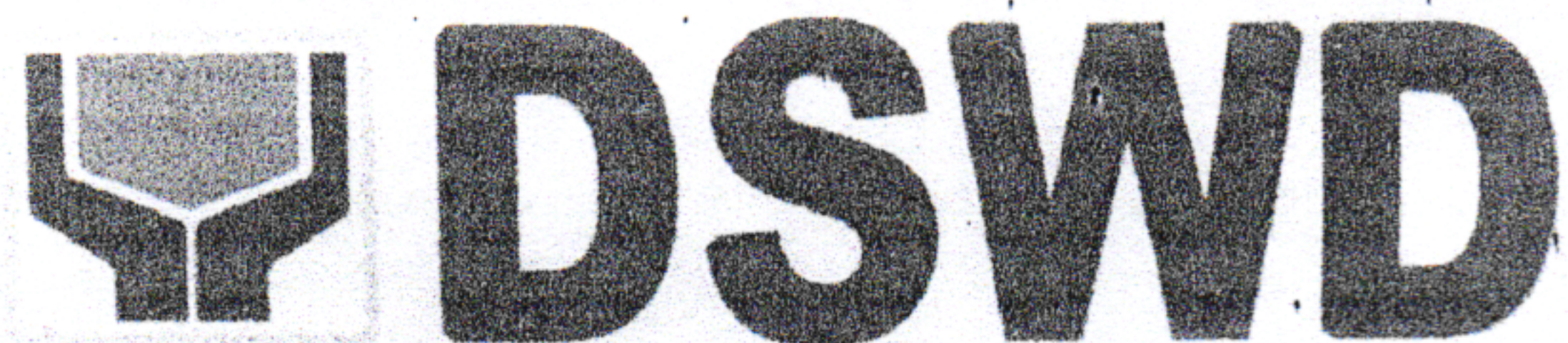
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6	SWAideMOA/ COS (E-AICS)	2	Completion of two (2) years studies in College	With at least One (1) year relevant experience in administrative support function; Computer literate (database application, excel, powerpoints, etc.)	Atleast with 24 hours of relevant training	None required	1-Liloy, ZDN1- Pagadian City
7	Administrative Aide IV MOA/COS (Social Pension)	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.)	Atleast with 24 hours of relevant training	None required	DSWD-FO IX
8	Driver MOA/COS (CRCF)	1	High School Graduate	At least two (2) years of experience	At least with 24 hours of relevant training	Driver license (MC 11, s. 96 Cat. II)	DSWD-FO IX
9	Driver MOA/COS (KC:NCDDP)	2	High School Graduate	At least two (2) years of experience	At least with 24 hours of relevant training	Driver license (MC 11, s. 96 Cat. II)	DSWD-FO IX
10	Driver MOA/COS (Reg. MOA)	2	High School Graduate	At least two (2) years of experience	At least with 24 hours of relevant training	Driver license (MC 11, s. 96 Cat. II)	DSWD-FO IX

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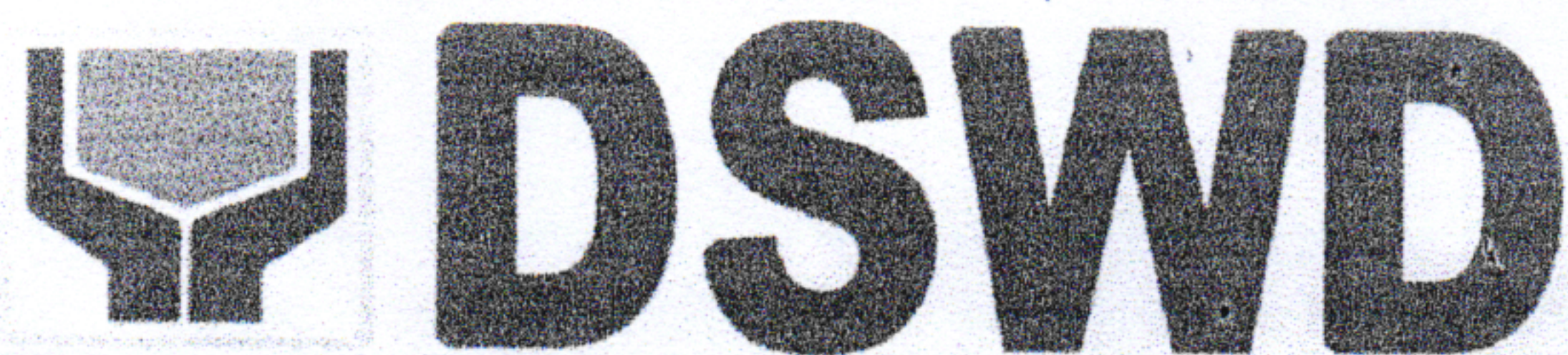


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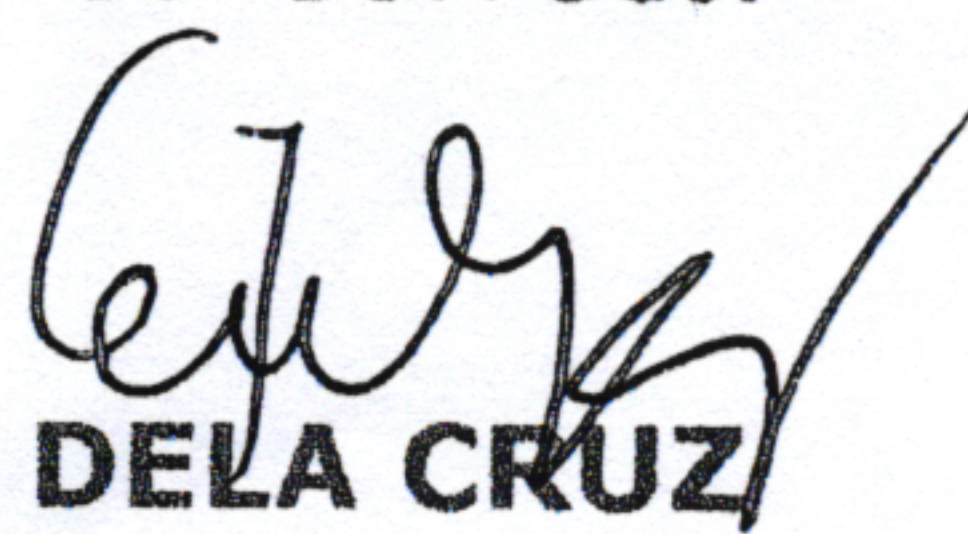
11	Driver/Utility Worker MOA/COS (Reg. MOA)	1	High School Graduate	At least one (1) year of experience	At least with 24 hours of relevant training	Driver license (MC 11, s. 96 Cat. II)	SWADT-Pagadian City
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Applicants must submit to the Human Resource (HR) Division (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, Certificates of Trainings attended and Eligibility (if any), for paper screening purposes.

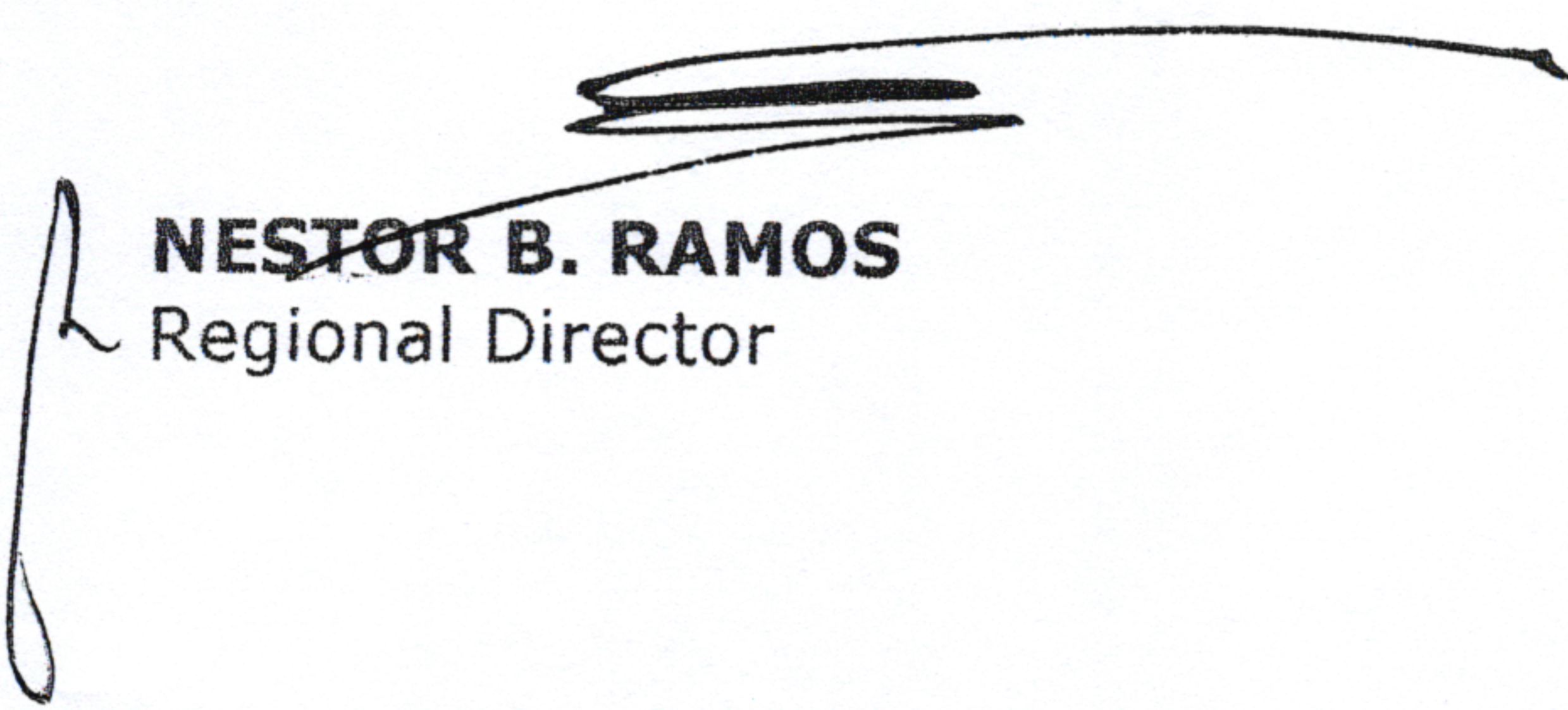
Schedule:

- Paper Screening – **February 11-15, 2019**
- IQ Exams(for qualified screened applicants)– **February 18, 2019@1:30pm**
- Hands-On/Practical/Essay Exams – February 19, 2019 @ 1:30pm
- Interview – February 20-21, 2019

Certified Correct:


FE L. DELA CRUZ
OIC-Chief, HRMDD

Approved by:


NESTOR B. RAMOS
Regional Director

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