

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 : March 19, 2019

Attached for your information are vacancies for Four (4) Regular and One (1) MOA Position – with their corresponding specified qualification requirements, which are 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 II (Regular) SG 15	1	Bachelor's Degree in Social Work (BSSW)	1. Atleast Two (2) years of progressively responsible experience in social welfare and development services and other related work. 2. Computer literate (database application, excel, powerpoints, etc.)	Atleast with 24 hours of relevant training	RA 1080 (Licensed Social Worker)	SWADT Dipolog City
	Social Welfare Officer I (Regular) SG 11	1	Bachelor's Degree in Social Work (BSSW)	1. Atleast Two (2) years of progressively responsible experience in social welfare and development	Atleast with 16 hours of relevant training	RA 1080 (Licensed Social Worker)	DSWD-FO IX

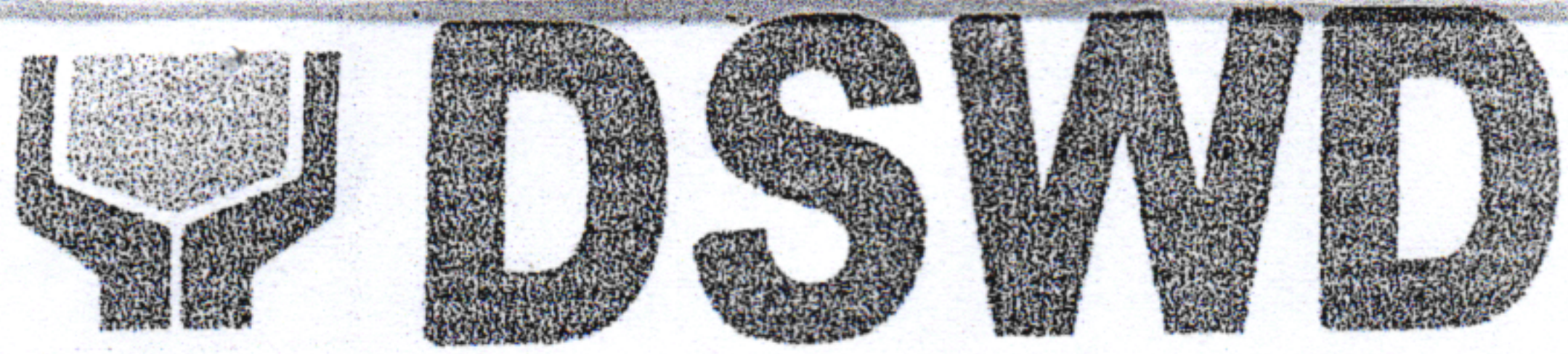
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office IX
General Vicente Alvarez Street, Zamboanga City
Telephone Nos. (63/62) 991-6030 / 991-8346/ 991-1001
Email: fo9@dswd.gov.ph
Website: www.fo9.dswd.gov.ph



#DSWDMayMalasakit

				related work. 2. Computer literate (database application, excel, powerpoints, etc.)			
3	Administrative Officer II (Regular) SG 11	2	Bachelor's degree relevant to the job Preferably in Accountancy; Financial Management; Business Administration	1. At least Two (2) years of relevant experience along financial and accounting work 2. Computer literate (database application, excel, powerpoints, etc.)	At least with 16 hours of relevant training	Career Service (Professional)/ 2nd level eligibility	DSWD-FO IX, Zambo. City
4	Social Welfare Officer IV (MOA-Pantawid) SG 22	1	BS Social Work	At least Three (3) years relevant experience preferably along project management and supervising Community Development works, case management and collaboration with stakeholders. -Computer Literate -Excellent Leadership and Communication Skills -Excellent Reportorial Skills	Atleast 16 hours relevant training	RA 1080 (RSW)	Pantawid-POO Dipolog City

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.



Department of Social Welfare and Development

Schedule:

- Last submission – **April 1, 2019**
- Paper Screening – **April 2, 2019**
- IQ Exams(for qualified screened applicants)– **April 3, 2019**
- Hands-On/Practical/Essay Exams – **April 4-5, 2019**
- Interview – **April 11-12, 2019**

Note:

Results of the selection process will officially be posted only after the approval of the request for exemption from Comelec or the lifting of the Ban on Hiring.

Certified Correct:

FE L. DELA CRUZ
OIC-Chief, HRMDD

Approved by:

NESTOR B. RAMOS
Regional Director

FOR THE REGIONAL DIRECTOR

RIDUAN P. HADJIMEDIN, CESO II
ASST. FOR ADMINISTRATION

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



#DSWDMayMalasakit