

REPUBLIKA NG PILIPINAS
KAGAWARAN KAGALINGANG PANLIPUNAN AT PAGPAPALUNLAD
(Department of Social Welfare and Development)
Field Office IX, Zamboanga City

POSTING OF VACANCIES
As of May 2019

NO.	POSITION TITLE	ITEM NO.	NO OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS				ASSIGNMENT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
1	ADMINISTRATIVE OFFICER V	OSEC-DSWDB-ADOFS-29-2015	18	Php 40,637.00	Graduate of Bachelor's degree relevant to the job Preferably in Accountancy; Financial Management; Business Administration	1. Preferably with at least Two (2) years relevant experience 2. Computer literate (database application, excel, powerpoints, etc.)	At least with 36 hours of training in management and supervision	Career Service (Professional)/ 2nd level eligibility	DSWD-FO IX
2	SOCIAL WELFARE OFFICER II	OSEC-DSWDB-ADOF	15	Php 30,531.00	Graduate of 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)	DSWD-FO IX
3	PROJECT DEVELOPMENT OFFICER II	OSEC-DSWDB-PDO2-232-2004	15	Php 30,531.00	Graduate of Bachelor's Degree relevant to the job	1. Two (2) years of relevant experience	Atleast with 16 hrs of relevant experience	Career Service (Professional)/ 2nd Level Eligibility	DSWD-FO IX
4	ADMINISTRATIVE ASSISTANT I	OSEC-DSWDB-ADASI-168-2004	7	Php 15,738.00	Completion of two years studies in college	1. Atleast One (1) year of relevant experience 2. Computer literate (database application, excel, powerpoints, etc.)	4 hours of relevant training	Career Service (sub-professional)/ 1st level eligibility	DSWD-FO IX

	SOCIAL WELFARE OFFICER II (Recovery & Reintegration Program for Trafficked Persons)	MOA	15	Php 30,531.00	Graduate of Bachelor's Degree in Social Work (BSSW)	1. With at least Six (6) months relevant experience in monitoring and evaluation, project implementation, Research, Report Writing and Database Operation; 2. Computer literate (database application, excel, powerpoints, etc.)	Atleast with 24 hours of relevant training	RA 1080 (Licensed Social Worker)	DSWD-FO IX
6	ADMINISTRATIVE OFFICER IV (Financial Analyst-PANTAWID)	Contractual	15	Php 30,531.00	Graduate of Bachelor's degree in Accounting Financial Management related course	1. Two (2) years of relevant experience 2. Computer literate (database application, excel, powerpoints, etc.)	Atleast with 16 hrs of relevant experience	Preferably with 2nd Level Eligibility	DSWD-FO IX

Certified by:

[Signature]
FE L. DELA CRUZ
OIC-Chief, HRMDD

Approved by:

[Signature]
NESTOR B. RAMOS
Regional Director