

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 : June 21, 2019

Attached for your information are vacancies for various Positions – 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	Area Coordinator	ZDN-12 ZDS-11 ZSP-7 ZC-9 Isabela-1	Graduate of any Four (4) year Social Science course or allied profession	*At least One (1) year experience in management and supervision *Good public speaking, interviewing and listen skills *With conflict resolution and management skills *With experience in LGU engagement *Initiative to learn and contribute to the success of the project *With Leadership skills *A Team Player *With good report writing skills *Knowledgeable in local language or dialects of the province *Computer literate *Resident of the province of assignment *Willing to be deployed in far flung or remote areas of the	Atleast with 24 hours of relevant training	None required	Across Zamboanga Del Norte, Zamboanga Del Sur and Zamboanga Sibugay

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
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				<p>province</p> <p>*Physically fit (health certificate from government hospital/clinic needed)</p> <p>*Preference will be given to previously hired Area Coordinators with satisfactory performance</p>			
2	Area Supervisor	<p>ZDN-58</p> <p>ZDS-58</p> <p>ZSP-35</p> <p>ZC-44</p> <p>Isabela-6</p>	<p>Bachelor's Degree in Social Science or allied profession</p>	<p>*At least Six (6) Months experience in management and supervision</p> <p>*Good interviewing and communication skills</p> <p>*Resident of the province where s/he will be assigned to</p> <p>*Computer literate</p> <p>*Has initiative to learn and contribute to the Success of Project</p> <p>*A team player</p> <p>*With Good report writing skills</p> <p>*Knowledgeable in local language or dialects of the province</p> <p>*Willing to be deployed in far flung or remote areas of the province</p> <p>*Physically fit (health certificate fro government hospital/clinic needed)</p> <p>*With conflict resolution and management skills</p> <p>*Preference will be given to previously hired Area Supervisors with satisfactory performance</p>	<p>Atleast with 16 hours of relevant training</p>	<p>None required</p>	<p>Across Zamboang a Del Norte, Zamboang a Del Sur and Zamboang a Sibugay</p>

3	Enumerator	ZDN-291 ZDS-291 ZSP-175 ZC-218 Isabela-31	Senior High School graduate or completed at least two (2) years of college education or its equivalent	*Preferably with experience in the conduct of household assessment or similar projects/activities/related tasks*Must be a resident of the province where s/he will be assigned to*Must be able to write legibly*A team player*Physically fit (health certificate fro government hospital/clinic needed)*Willing to be deployed in far flung or remote areas of the province*Knowledgeable in local language or dialects of the province *Must possess good interviewing and listening skills	Atleast with 8 hours of relevant training	None required	Across Zamboang a Del Norte, Zamboang a Del Sur and Zamboang a Sibugay
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For Zamboanga City and Isabela City Applicants prepare to submit **Five (5) Folders (indicating the preferred position)** with the following documents at the Human Resource (HR) Division (2nd Floor), DSWD FO IX, Zamboanga City.

- **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)**

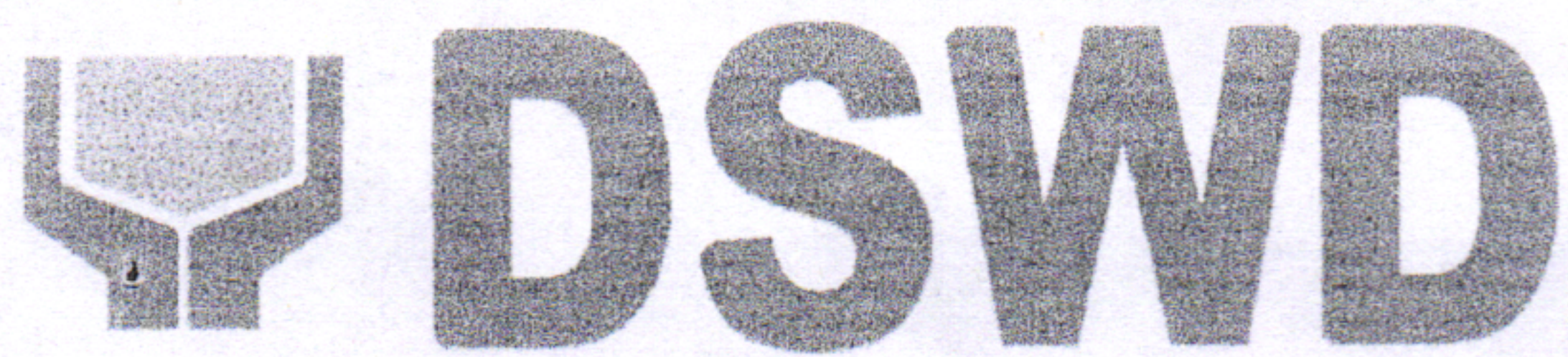
For Zamboanga Del Norte, Zamboanga Del Sur and Zamboanga Sibugay Applicants prepare to submit **Five (5) Folders (indicating the preferred position)** with the following documents at the designated DSWD SWAD Offices:

- **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)**

Schedules:

ZAMBOANGA CITY & ISABELA CITY

- Last submission – **June 24, 2019**
- IQ Exams(for qualified screened applicants)– **June 25, 2019**
- Hands-On/Practical/Essay Exams – **June 26, 2019**
- Interview – **June 27-28, 2019**



Department of Social Welfare and Development

ZAMBOANGA DEL NORTE (SWADT-DIPOLOG)
ZAMBOAMBOANGA DEL SUR (SWADT PAGADIAN)
ZAMBOANGA SIBUGAY (SWADT-IPIL)

- Last submission – **July 2, 2019**
- IQ Exams(for qualified screened applicants)– **July 2, 2019**
- Hands-On/Practical/Essay Exams – **July 3, 2019**
- Interview – **July 4-5, 2019**

Certified Correct:

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

Approved by:

NESTOR B. RAMOS
Regional Director

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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