

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 : August 2, 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 VACANCY 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 - GIS Specialist (Disaster-MOA)	1	Bachelor's Degree relevant to the job, preferably BS Geography, Geomatics Engineering, Information Technology, or other relevant social science courses;	With at least Two (2) years relevant experience on database management application and administration, utilization of various computer-aided mapping application and other relevant experiences in the implementation of DRRM programs, projects and activities (PPAs).  Additional competencies: 1. Proficient in MS Office, various computer-aided mapping applications, database	Atleast Sixteen (16) hours of relevant training preferably on Systems Analysis Design and Development , Database Management , Information Management and Analysis	Career Service (Prof)/ 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

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				<p>management applications, web GIS, spatial analysis, and other related technologies</p> <p>2. Excellent decision-making skills</p> <p>3. Keen attention to details</p> <p>4. Outstanding people-skills</p> <p>5. Good written and oral communication</p> <p>6. Competent ability to provide technical assistance and expert advice</p> <p>7. Excellent analytical thinking</p> <p>8. Willing to work long hours, to go on field work and to handle multi tasks type of work</p> <p>9. Able to work harmoniously, competently and effectively even under pressure.</p>			
3	<b>NURSE (CRCF-MOA)</b>	1	Graduate of Bachelor of Science in Nursing	<p>1. At least One (1) year experience as nurse</p> <p>2. Computer literate (database application, excel, powerpoints, etc.)</p>	8 hours of relevant training	RA 1080 (Licensed Nurse)	BDSK, Polanco, ZDN
4	<b>COMMUNITY DEVELOPMENT ASSISTANT II/Asst. III (Convergence-MOA)</b>	1	Completion of two years studies in college	Atleast with 1 year experience in Administrative task (Additional:Computer Literate,Good Communication Skills, Good Reportorial Skills)	Atleast 4 hours relevant training	Preferrably Career Service (Sub-Professional)/ 1st level eligibility	DSWD-SWADT Dipolog POO/ZDN
5	<b>ADMINISTRATIVE ASSISTANT I (KC:NCDDP-MOA)</b>	1	Completion of two years studies in college	Atleast with 1 year experience in Administrative task (Additional:Computer Literate,Good Communication Skills, Good Reportorial Skills)	Atleast 4 hours relevant training	Preferrably Career Service (Sub-Professional)/ 1st level eligibility	DSWD-FO IX





Department of Social Welfare and Development

6	ADMINISTRATIVE AIDE IV-MOA	1	Completion of two years studies in college	1. At least One (1) year of relevant experience  2. Computer literate (database application, excel, powerpoints, etc.)	4 hours of relevant training	None required	DSWD- FO IX
7	ORIENTATION AND MOBILITY OFFICER-JOB ORDER	1	Graduate of BS Education major in SPED	1. At least One (1) year of relevant experience  2. Computer literate (database application, excel, powerpoints, etc.)	5 hours of relevant training	Preferrab ly RA 1080 (Licensed Teacher)	DSWD- AVRC III, ZC

For Zamboanga City Applicants Should submit **Five (5) Folders** (indicating the preferred position) with the following documents, To wit:

- Application Letter
- Personal Data Sheet (PDS) with 2x2 latest colored picture
- Photocopy of Transcript of Records
- Certificates of Trainings attended and Eligibility (if any)

**Schedules:**

- Last submission – August 12, 2019
- IQ Exam –August 13, 2019
- Essay Exam –August 14, 2019
- Interview –August 15-16, 2019

Certified Correct:

  
**FE L. DELA CRUZ**  
OIC-Chief, HRMDD

Approved by:

  
**NESTOR B. RAMOS**  
Regional Director

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office IX

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

**POSTING OF VACANCIES**  
**As of AUGUST 2019**

NO.	POSITION TITLE	ITEM NO.	NO OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS				ASSIGNMENT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
1	Social Welfare Officer III/ Project Dev't Officer MOA/COS (PSU-PAMANA)	N/A	1	18	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 - GIS Specialist (Disaster)	MOA	1	15	Bachelor's Degree relevant to the job, preferably BS Geography, Geomatics Engineering, Information Technology, or other relevant social science courses;	With at least Two (2) years relevant experience on database management application and administration, utilization of various computer-aided mapping application and other relevant experiences in the implementation of DRRM programs, projects and activities (PPAs).  Additional competencies: 1. Proficient in MS Office, various computer-aided mapping applications, database management applications, web GIS, spatial analysis, and other related technologies 2. Excellent decision-making skills 3. Keen attention to details 4. Outstanding people-skills 5. Good written and oral communication 6. Competent ability to provide technical assistance and expert advice 7. Excellent analytical thinking 8. Willing to work long hours, to go on field work and to handle multi tasks type of work 9. Able to work harmoniously, competently and effectively even under pressure.	Atleast Sixteen (16) hours of relevant training preferably on Systems Analysis Design and Development, Database Management, Information Management and Analysis	Career Service (Prof)/ 2nd level eligibility	DSWD-FO IX

3	NURSE (CRCP)	MOA	1	11	Graduate of Bachelor of Science in Nursing	1. At least One (1) year experience as nurse 2. Computer literate (database application, excel, powerpoints, etc.)	8 hours of relevant training	RA 1080 (licensed Nurse)	BDSK, Polanco, ZDN
4	Social Welfare Assistant (Convergence)	MOA	1	9	Completion of two years studies in college	Atleast with 1 year experience in Administrative task (Additional: Computer Literate, Good Communication Skills, Good Reportorial Skills)	Atleast 4 hours relevant training	Preferably Career Service (Sub-Professional)/ 1st level eligibility	DSWD-SWADI Dipolig POO/ZDN
5	ADMINISTRATIVE ASSISTANT I (KCNCDP-MOA)	MOA	1	7	Completion of two years studies in college	Atleast with 1 year experience in Administrative task (Additional: Computer Literate, Good Communication Skills, Good Reportorial Skills)	Atleast 4 hours relevant training	Preferably Career Service (Sub-Professional)/ 1st level eligibility	DSWD-FO IX
6	Administrative Aide IV	REG. MOA	1	4	Completion of two years studies in college	1. At least One (1) year of relevant experience 2. Computer literate (database application, excel, powerpoints, etc.)	4 hours of relevant training	None required	DSWD-FO IX
7	Orientation and Mobility Officer	JOB ORDER	1	11	Graduate of BS Education major in SPED	1. At least One (1) year of relevant experience 2. Computer literate (database application, excel, powerpoints, etc.)	5 hours of relevant training	Preferably RA 1080 (licensed Teacher)	DSWD-AVRC III, ZC

  
 FE L. DEAN CRUZ  
 OIC-Chief, HRMIS

  
 NESTOR A. RAMOS  
 Regional Director