

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

POSTING OF VACANCIES
 As of November 2019

POSITION TITLE	ITEM NO.	NO. OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT	PERFORMANCE EVALUATION (for existing staff only)	NEXT IN RANK
				EDUCATION	EXPERIENCE	TRAINING				
1. Encoder	MOA - Listahanan 3	150		Senior High School graduate or completed at least one (1) year of college education	1. Skilled in word processing, excel spreadsheet applications, and other database system 2. With Above-average encoding speed	None required	None required	RPMO - Listahanan		

Certified Correct:

Approved By:


FEL L. DELA CRUZ
 OIC - CHIEF, HRMDD


MARIA CORAZON G. SUMICAD
 CHIEF ADMINISTRATIVE OFFICER