

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

POSTING OF VACANCIES
As of NOVEMBER 2019

NO.	POSITION TITLE	ITEM NO.	NO OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS				ASSIGNMENT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
1	Administrative Assistant II (Regular)	OSEC-DSWDB-ADAS2-219-2004	1	8	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	Career Service (sub-professional)/ 1st level eligibility	DSWD-FO IX
2	Social Welfare Assistant (Regular)	OSEC-DSWDB-SOCWAS-361-2004	1	8	Bachelor's Degree in Social Work (BSSW)	1. At least 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.)	At least with 16 hours of relevant training	RA 1080 (Licensed Social Worker)	DSWD-FO IX
3	Social Welfare Officer II (Social Pension)	Contractual	1	15	Bachelor's Degree in Social Work (BSSW)	1. At least 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.)	At least with 24 hours of relevant training	RA 1080 (Licensed Social Worker)	DSWD-FO IX
4	Administrative Assistant III/Senior Bookkeeper (Pantawid Pamilya)	Contractual (Pantawid)	1	9	BS Business Administration, Commerce or any related course	Preferably with 1-year related experience in Book Keeping and other Accounting-related task. the ft. Skills: 1. Computer Literate 2. Good Problem Solving and Analytical Skills; 3. Excellent Oral & Written Communication Skills	At least 8 hours relevant training	none required	RPMO
5	Project Development Officer II-Beneficiary Data Management System	Contractual (Pantawid)	1	15	BS Degree relevant to the job preferably: *Computer Science *Information Technology	At least 1 experience in developmental-related projects involving the ft. Skills: 1. Data/Information Mgt. 2. Computer Literate 3. Good in Report Generation & Technical Writing 4. Good Analysis of Statistical Data 5. Good Project Mgt. Skills	At least 16 hrs. Experience in Data Mgt., Project Mgt., Research	Preferably with 2nd Level Eligibilit	POO-LILOY

5	Administrative Officer /Financial Analyst I	Contractual (Pantawid)	1	11	Bachelor's Degree related to the job Preferably: BS Commerce and Accountancy	At Least 2 years experience Additional: 1. Computer Proficient 2. Excellent Communication skills 3. Good Reportorial Skills	At least 8 hours in government accounting systems	CS Professional/ 2nd Level Eligibility	RPMO
6	Project Development Officer III-Family Development Session Focal Person	Contractual (Pantawid)	1	18	BS Social Work Graduate	At least 2 years relevant experience; with the ff. Skills: -Computer literate; - Proficient in oral - written English communication	16 hours of training	RA 1080 (RSW)	RPMO
7	Social Welfare Officer III	Contractual (Pantawid)	1	18	BS Social Work Graduate	At least 2 years relevant experience preferably in Community Organizing and Case Management and at least 1 year Supervisory experience. with the ff. Skills: -Computer Literate -Excellent Leadership and Communication Skills	At least 24 hours relevant training preferably in Community Case Management Case Management	RA 1080 (RSW)	Pagadian City, ZDS
8	MEDICAL OFFICER IV	MOA (CRCF)	1	23	Doctor of Medicine	two (2) years experience in medical practice	8 hours of relevant training	RA 1080 (Licensed Doctor)	DSWD-FO IX

FE L. DELA CRUZ
OIC-Chief, HRMDD



FATIMA S. CAMTANAN
OIC-Regional Director

