

TO

: ALL DIVISION CHIEFS/UNIT HEADS/CENTER HEADS & SWADT

LEADERS/PROVINCIAL LINK

ATTENTION

: All Next-In-Rank and other Qualified Applicants

**SUBJECT** 

: Schedule of Examinations and Interview

DATE

: November 25, 2019

Attached for your information is Vacant MOA Position – PROJECT DEVELOPMENT OFFICER III – YAKAP BAYAN with the corresponding qualification requirements, which are open to all interested qualified applicants; to wit:

POSITION TITLE	NO. OF VACANT POSITIONS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	ASSIGNMENT
1. Project Development Officer III (YAKAP BAYAN)	1	Bachelor of Science in Social Work	1. At least Two (2) years experience with street families/children or other similar Yakap Bayan Program/Field 2. Sufficient experience in partnership building and networking; 3. Knowlege in Program Planning, Implementation, Monitoring & Evaluation; Capacity Building Session	At least Sixteen (16) hours training on supervision and/or management	Registered Social Worker	DSWD-FO IX (SOCTECH)
			Management and Documentation; 4. Knowledge of anti- drug abuse programs and services, government financial and administrative procedure is an advantage 5. Computer literate (database application, excel, PowerPoint, etc.)			

Applicants must 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)



### Schedule:

- Last Submission December 3, 2019
- > IQ Exam December 4, 2019
- Hands-On exam December 5, 2019
- > Interview December 6, 2019

Certified Correct:

FE L. DELA CRUZ

OIC - CHIEF - HRMDD

Approved By:

FATIMAS. CAMINAN

OIC-Regional Director

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

# As of November 2019

POSITION  1					The state of the s						
POSITION  1 18 Bachelor of Science 1. At least Two (2) years experience in Social Work Similar Yakap Bayan Program/Field D. Sufficient experience in Hongram Planning and networking:  3. Knowlege in Program Planning Mervaluation, Capacity Building Session Programs and services, government financial and administrative procedure is an advantage  Computer literate (database application, excel, PowerPoint, etc.)  EXPLICATION  EXPERIENCE  TRAINING  At least Sixteen Registered (16) hours training on social Worker (Soctech)  Social Worker (Soctech)  At least Sixteen Registered (Soctech)  Training on social Worker (Soctech)  At least Sixteen Registered (Soctech)  At least Sixteen Registered (Soctech)  Training on social Worker (Soctech)  Social Worker (Soctech)  Training on Social Worker (Soctech)  At least Sixteen Registered DSWD-FO IX  Training on Social Worker (Soctech)  Social Worker (Soctech)  Social Worker (Soctech)  For Information, Monitoring & Implementation,											
POSITION  TRAINING  1 18 Bachelor of Science 1. At least Two (2) years experience with street families/children or other building and networking; 3. Knowlege in Program Planning, Implementation, Management and Documentation; 4. Knowledge of anti-drug abuse programs and services, government is an advantage Computer literate (database application, excel, PowerPoint, etc.)  EDUCATION  EXPERIENCE  TRAINING  At least Sixteen Registered (Is) hours social Worker (Soctech)  At least Sixteen (Registered training on Social Worker (Soctech)  National PowerPoint (Is) hours social Worker (Soctech)  ELIGIBILITY ASSIGNMENT (For existing staff only)  At least Sixteen Registered (Soctech)  Social Worker (Soctech)  Social Worker (Soctech)  At least Sixteen Registered (Soctech)  ELIGIBILITY ASSIGNMENT (For existing staff only)											
POSITION  1 18 Bachelor of Science 1. At least Two (2) years experience in Social Work similar Yakap Bayan Program/Field 2. Sufficient experience in partnership building and networking; 3. Knowlege in Program Planning, Implementation, Monitoring & Evaluation, Capacity Building Session Management and Documentation; 4. Knowledge of anti-drug abuse programs and services, government is an advantage Computer literate (database  EXPERIENCE TRAINING  At least Sixteen Registered DSWD-FO IX (for existing staff only)  At least Sixteen Registered DSWD-FO IX (social Worker (Soctech))  TRAINING  At least Sixteen Registered DSWD-FO IX (social Worker (Soctech))  Training on supervision and/or management mand/or management managemen						application, excel, PowerPoint, etc.)					
POSITION  1 18 Bachelor of Science 1. At least Two (2) years experience with street families/children or other building and networking; 3. Knowlege in Program Planning, Implementation, Monitoring & Evaluation; Capacity Building Session  Management and Documentation; 4. Knowledge of anti-drug abuse programs and services, government financial and administrative procedure is an advantage  5. ELIGIBILITY ASSIGNMENT (For existing starf) and least Sixteen and least Sixteen (16) hours (						Computer literate (database					
POSITION  1 18 Bachelor of Science 1. At least Two (2) years experience in Social Work with street families/children or other building and networking; 3. Knowlege in Program Planning, Implementation, Management and Documentation; 4. Knowledge of anti-drug abuse programs and services, government financial and administrative procedure  ELIGIBILITY ASSIGNMENT (Fevaluation for existing starff only)  ASSIGNMENT (Fevaluation for existing starff only)  ASSIGNMENT (Fevaluation for existing starff only)  At least Sixteen Registered DSWD-FO IX - (Soctech)  Social Worker (Soctech)  Social Worker (Soctech)  Social Worker (Soctech)  Assignment and Documentation; and/or management management and programs and services, government financial and administrative procedure				,		is an advantage 5.					
POSITION  1 18 Bachelor of Science 1. At least Two (2) years experience similar Yakap Bayan Program/Field training on building and networking; 3. Knowlege in Program Planning, Management and Documentation; At how have programs and services, government  POSITION  EXPERIENCE  TRAINING  At least Sixteen Registered DSWD-FO IX - (Soctech)  At least Sixteen Registered DSWD-FO IX - (Soc						financial and administrative procedure					
POSITION  1 18 Bachelor of Science 1. At least Two (2) years experience in Social Work with street families/children or other building and networking; 3. Knowlege in Program Planning, Implementation; Capacity Building Session  Management and Documentation;  At least Sixteen Registered DSWD-FO IX - (Soctech)  ELIGIBILITY ASSIGNMENT (For existing starfi only)						programs and services, government					
POSITION  1 18 Bachelor of Science 1. At least Two (2) years experience in Social Work with street families/children or other building and networking; 3. Knowlege in Program Planning, Implementation; Capacity Building Session  Management and Documentation;  ELIGIBILITY ASSIGNMENT (For existing starf) At least Sixteen (Social Worker (Soctech))  At least Sixteen (At least Sixteen (Social Worker (Soctech))  Assignment (Soctech)  Assignment (Soctech)  Assignment (Soctech)  Assignment (Soctech)  Assignment (Soctech)  Implementation; Capacity Building Session						4. Knowledge of anti-drug abuse			b		
POSITION  1 18 Bachelor of Science 1. At least Two (2) years experience with street families/children or other similar Yakap Bayan Program/Field 2. Sufficient experience building and networking; 3. Knowlege in Program Planning, Implementation, Monitoring & ELIGIBILITY ASSIGNMENT (for existing staff only)  EXPERIENCE TRAINING  At least Sixteen (16) hours social Worker (Soctech)  Social Worker (Soctech)  ELIGIBILITY ASSIGNMENT (for existing staff only)  ASSIGNMENT (for existing staff only)  ASSIGNMENT (for existing staff only)  Implementation, Monitoring & ELIGIBILITY ASSIGNMENT (For existing staff only)						Management and Documentation;					
POSITION  1 18 Bachelor of Science 1. At least Two (2) years experience in Social Work similar Yakap Bayan Program Planning, building and networking; and/or lmplementation, Monitoring & ELIGIBILITY ASSIGNMENT (for existing staff only)  EXPERIENCE  TRAINING  At least Sixteen (16) hours similar Yakap Bayan Program/Field training on 2. Sufficient experience in partnership and/or management lmplementation, Monitoring & management lmplementation, Monitoring & lightly ASSIGNMENT (for existing staff only)  At least Sixteen (16) hours (16) hours Social Worker (Soctech)  Social Worker (Soctech)  TRAINING  At least Sixteen (16) hours social Worker (soctech)  TRAINING						Evaluation; Capacity Building Session					
POSITION  1 18 Bachelor of Science 1. At least Two (2) years experience in Social Work similar Yakap Bayan Program Planning, management  ELIGIBILITY ASSIGNMENT (for existing staff for conly)  EXPERIENCE  TRAINING  At least Sixteen (Soctal Worker (Soctal Worker (Soctal Worker and Jor management)  ELIGIBILITY ASSIGNMENT (For existing staff only)  ASSIGNMENT (For existing staff only)  FOR TRAINING  AT least Sixteen (Social Worker (Soctal Worker and Jor management)  ELIGIBILITY ASSIGNMENT (For existing staff only)						Implementation, Monitoring &					
POSITION  RADE  EDUCATION  EXPERIENCE  TRAINING  1 18 Bachelor of Science 1. At least Two (2) years experience with street families/children or other similar Yakap Bayan Program/Field 2. Sufficient experience in partnership building and networking;  ELIGIBILITY ASSIGNMENT (for existing staff only)  ASSIGNMENT (for existing staff only)  ASSIGNMENT (for existing staff only)  Social Worker (Soctech)  ELIGIBILITY ASSIGNMENT (for existing staff only)					management	3. Knowlege in Program Planning,					
POSITION  1 18 Bachelor of Science 1. At least Two (2) years experience in Social Work similar Yakap Bayan Program/Field 2. Sufficient experience in partnership supervision  EXPERIENCE TRAINING ELIGIBILITY ASSIGNMENT (for existing staff only)					and/or	building and networking;					
POSITION  RADE  EDUCATION  EXPERIENCE  TRAINING  1 18 Bachelor of Science 1. At least Two (2) years experience in Social Work with street families/children or other similar Yakap Bayan Program/Field  ELIGIBILITY ASSIGNMENT (for existing starf only)  ASSIGNMENT (for existing starf only)  Social Worker (Soctech)					supervision	2. Sufficient experience in partnership					
POSITION  GRADE  EDUCATION  EXPERIENCE  TRAINING  1 18 Bachelor of Science 1. At least Two (2) years experience in Social Work with street families/children or other (16) hours  Social Worker (Soctech)  ELIGIBILITY ASSIGNMENT (for existing staff only)  ASSIGNMENT (for existing staff only)  Social Worker (Soctech)					training on	similar Yakap Bayan Program/Field					
POSITION GRADE EDUCATION EXPERIENCE TRAINING ELIGIBILITY ASSIGNMENT (for existing staff only)  1 8 Bachelor of Science 1. At least Two (2) years experience At least Sixteen Registered DSWD-FO IX			(Soctech)	Social Worker		with street families/children or other					III - TANAF BATAN
POSITION GRADE EDUCATION EXPERIENCE TRAINING ELIGIBILITY ASSIGNMENT (for existing staff only)		, 1	DSWD-F0 IX	Registered	At least Sixteen	1. At least Two (2) years experience	Bachelor of Science	18	ш	MOA	1. Project Development Officer
THE REAL PROPERTY AND ADDRESS OF THE PARTY AND	RANK	(for existing staff only)	ASSIGNMENT	ELIGIBILITY	TRAINING	EXPERIENCE	EDUCATION	GRADE	POSITION		Contract
NO. OF SALARY QUALIFICATION REQUIREMENTS	NEXT	COLUMN TOWNS THE PARTY NAMED IN	N.		TS	ALIFICATION REQUIREMEN	QU	SALARY	NO. OF	TEM NO	POSITION TITLE

Certified Correct:

FE L. DELA CRUZ

Approved By:

FATIMA S. CAMINAN
OIC Regional Director

## 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

					application, excel, PowerPoint, etc.)						
					Computer literate (database						
					is an advantage 5.						
					financial and administrative procedure						
					programs and services, government						
					4. Knowledge of anti-drug abuse						
					Management and Documentation;						
					Evaluation; Capacity Building Session						
					Implementation, Monitoring &						
				management	3. Knowlege in Program Planning,						
				and/or	building and networking;						
				supervision	2. Sufficient experience in partnership						
				training on	sımılar Yakap Bayan Program/Field						
		(Soctech)	Social Worker	(16) hours	with street families/children or other	in Social Work	-				
-		DSWD-FO IX	Registered	At least Sixteen	Bachelor of Science 1. At least Two (2) years experience	Bachelor of Science	18	<u> </u>	MOA	III - VAKAP BAYAN	
RANK	(for existing staff only)	ASSIGNMENT	ELIGIBILITY	TRAINING	EXPERIENCE	EDUCATION	GRADE	POSITION			
NEXT	PERFORMANCE	. 1		ST	QUALIFICATION REQUIREMENTS	QU	SALARY	NO. OF	TEM NO	POSITION TITLE	
AND DESCRIPTION OF PERSONS ASSESSMENT	CANDON AND EXPONENTIATION AND ASSESSMENT ADDRESS CONSTRUCTION OF THE PROPERTY	SCHOOL SANCHES COLORS SANCH SA	POPULAR ACTION ACTION AND ADDRESS OF THE PARTY	CONTRACTOR DESCRIPTION OF STREET, STRE	Control of the Contro		nius				

Certified Correct:

Approved By:

OIC - CHIEF, HRMDD

OIC-Regional Director