

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. Knowledge 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. Computer literate (database application, excel, PowerPoint, etc.)	At least Sixteen (16) hours training on supervision and/or management	Registered Social Worker	DSWD-FO IX (SOCTECH)

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)



Department of Social Welfare and Development

FIELD OFFICE IX

Schedule:

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

Certified Correct:

A handwritten signature in black ink, appearing to read 'F. Dela Cruz', written over the printed name.

FE L. DELA CRUZ

OIC – CHIEF – HRMDD

Approved By:

A handwritten signature in black ink, appearing to read 'Fatima S. Caminan', written over the printed name.

FATIMA S. CAMINAN

OIC-Regional Director

REPUBLIKA NG PILIPINAS
KAGAWARAN KAGALINGANG PANLIPIUNAN AT PAGPAPUNLAAD
 (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. Project Development Officer III - YAKAP BAYAN	MOA	1	18	Bachelor of Science in Social Work	1. At least Two (2) years experience with street families/children or other similar Yakap Bayan Program/Field building and networking; 2. Sufficient experience in partnership building and networking; 3. Knowledge 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. Computer literate (database application, excel, PowerPoint, etc.)	At least Sixteen (16) hours training on supervision and/or management	Registered Social Worker	DSWD-FO IX (Socotech)	-	-

Certified Correct:


FE L. DELA CRUZ
 OIC - CHIEF, HRMDD

Approved By:


FATIMA S. CAMINAN
 OIC-Regional Director

REPUBLIKA NG PILIPINAS
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Certified Correct:

FE L. DELA CRUZ
 OIC - CHIEF, HRMDD

Approved By:

FATIMA S. CAMINANAN
 OIC-Regional Director