



Department of Social Welfare and Development

FIELD OFFICE IX

TO : ALL DIVISION CHIEFS/UNIT HEAD/CENTER HEADS & SWADT LEADERS/PROVINCIAL LINK

ATTENTION : All Qualified Applicants

SUBJECT : **Schedule of Examinations and Interview**

Date : June 01, 2020

Attached for your information are vacant for Contractual Positions with the corresponding qualification requirements, which are open to all interested qualified applicants to wit:

N O	POSITION TITLE	VACANT POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	ASSIGNMENT
1.	PROJECT DEVELOPMENT OFFICER II - Grievance Redress System Officer (Pantawid Pamilya-Contractual)	1	Bachelor's Degree related to the job Preferably: * Bachelor of Law * Bachelor of Political Science	At least 2 years preferably on handling Grievance Complaints. Additional: 1. Computer proficient 2. Excellent communication skills 3. Good reportorial skills 4. Excellent problem solving skills	At least 4 hrs of relevant training preferably in solving problem solving and complaints	None Required	Pagadian City, ZDS
2.	Administrative Assistant II (Pantawid Pamilya-Contractual)	1	At least 2 years in College or graduate of Vocational Technical Courses	At least with 1 year experience in Administrative works with ff. Skills 1. Computer Literate 2. Good problem Solving 3. Excellent Oral & Written Communication	At least 2 hours relevant training in filing & records keeping	None Required	RPMO

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 Training attended and Eligibility (if any)



Department of Social Welfare and Development

FIELD OFFICE IX

Schedule:

- **Last Submission- June 11, 2020 (Thursday)**
- **IQ Exam – June 15, 2020 (Monday)**
- **Hands On Exam – June 16, 2020 (Tuesday)**
- **Interview – June 17, 2020 (Wednesday)**

Certified Correct by:

A handwritten signature in black ink, appearing to read 'FE L. DELA CRUZ', written over the printed name.

FE L. DELA CRUZ
Chief HRMDD

Noted by:

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

FATIMA S. CAMINAN
OIC-Regional Director