

Department of Social Welfare and Development

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

ATTENTION : All Next-in-rank and other Qualified Applicants

SUBJECT : **Schedule of Examinations and Interview**

DATE : June 25, 2020

Attached for your information are vacancies for various Positions – with their corresponding specified qualification requirements, which are open to all interested qualified applicants to wit:

| NO | POSITION TITLE | ITEM NO. | NO OF VACANT POSITION | SALARY GRADE | QUALIFICATION REQUIREMENTS | | | | ASSIGNMENT |
|----|---|--------------------------|-----------------------|--------------|---|--|--|---|------------|
| | | | | | EDUCATION | TRAINING | EXPERIENCE | ELIGIBILITY | |
| 1 | PROJECT DEVELOPMENT OFFICER III (PERMANENT) | OSEC-DSWDB-PDO3-11-2015 | 1 | 18 | Graduate of Bachelor's Degree relevant to the job | Atleast with 24 hours of relevant training | 1. Two (2) years of relevant experience; 2. Computer literate (database application, excel, powerpoints, etc.) | Career Service (professional)/ 2nd level eligibility. | DSWD-FO IX |
| 2 | PROJECT DEVELOPMENT OFFICER II (PERMANENT) | OSEC-DSWDB-PDO2-235-2004 | 1 | 15 | Graduate of Bachelor's Degree relevant to the job | Atleast with 24 hours of relevant training | 1. Two (2) years of relevant experience; 2. Computer literate (database application, excel, powerpoints, etc.) | Career Service (professional)/ 2nd level eligibility. | DSWD-FO IX |
| 3 | SOCIAL WELFARE OFFICER II (PERMANENT) | OSEC-DSWDB-SWO2-569-2004 | 1 | 15 | Bachelor's Degree in Social Work (BSSW) | Atleast with 24 hours of relevant training | 1. Atleast 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.) | RA 1080 (Licensed Social Worker) | DSWD-FO IX |

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office IX

General Vicente Alvarez Street, Zamboanga City

Telephone Nos. (63/62) 991-6030 / 991-8346/ 991-1001

Email: fo9@dswd.gov.ph

Website: www.fo9.dswd.gov.ph



DSWD REGION IX



@dswdfo9

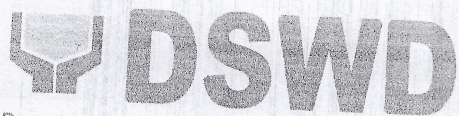


@dswdfo9



DSWD REGION IX

#DSWDMayMalasakit



Department of Social Welfare and Development

| | | | | | | | | | |
|---|--|--------------------------|---|----|--|--|--|---|------------|
| 4 | SOCIAL WELFARE OFFICER II (PERMANENT) | OSEC-DSWDB-SWO2-574-2004 | 1 | 15 | Bachelor's Degree in Social Work (BSSW) | Atleast with 24 hours of relevant training | 1. Atleast 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.) | RA 1080 (Licensed Social Worker) | DSWD-FO IX |
| 5 | SOCIAL WELFARE OFFICER II (PERMANENT) | OSEC-DSWDB-SWO2-584-2004 | 1 | 15 | Bachelor's Degree in Social Work (BSSW) | Atleast with 24 hours of relevant training | 1. Atleast 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.) | RA 1080 (Licensed Social Worker) | DSWD-FO IX |
| 6 | MANPOWER DEVELOPMENT OFFICER I (Permanent) | OSEC-DSWDB-MDO1-169-2004 | 1 | 11 | Graduate of Bachelor's Degree relevant to the job | At least 24 hours of relevant training | experience none required; Computer literate (database application, excel, powerpoints, etc.) | Career Service (professional)/ 2nd level eligibility. | DSWD-FO IX |
| 7 | ADMINISTRATIVE ASSISTANT III (Contractual-NHTS) | CONTRACTUAL | 1 | 9 | Atleast 2 years in College or graduate of Vocational Technical Courses | At least 4 hours of relevant training | With atleast one (1) year of relevant experience; (Additional: Computer Literate, Good Communication Skills, Good Reportorial Skills) | none required | DSWD-FO IX |
| 8 | MEDICAL OFFICER IV (CRCF-MOA) | MOA | 1 | 23 | Graduate of Doctor of Medicine | Atleast with 8 hours of relevant training | With atleast two (2) years experience in medical practice | RA 1080 (Licensed Doctor) | DSWD-FO IX |

For Zamboanga City Applicants Should submit **Five (5) Folders** (indicating the preferred position) with the following documents, To wit:

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office IX

General Vicente Alvarez Street, Zamboanga City

Telephone Nos. (63/62) 991-6030 / 991-8346/ 991-1001

Email: fo9@dswd.gov.ph

Website: www.fo9.dswd.gov.ph



LIKE US ON FACEBOOK
DSWD REGION IX



FOLLOW US ON TWITTER
@dswdfo9



FOLLOW US ON INSTAGRAM
@dswdfo9



CHECK US ON YOUTUBE
DSWD REGION IX

#DSWDMayMalasakit



Department of Social Welfare and Development

- **Application Letter**
- **Personal Data Sheet (PDS) with 2x2 latest colored picture**
- **Photocopy of Transcript of Records**
- **Certificates of Trainings attended and Eligibility (if any)**

Schedules:

- **Last submission – July 7, 2020**
- **Paper Screening – July 8, 2020**
- **IQ Exam – July 9, 2020**
- **Essay Exam – July 10, 2020**
- **Interview – July 13-14, 2020**

Certified Correct:

FE L. DELA CRUZ
OIC-Chief, HRMDD.

Approved by:

DSWD For the Regional Director

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office IX

General Vicente Alvarez Street, Zamboanga City

Telephone Nos. (63/62) 991-6030 / 991-8346/ 991-1001

Email: fo9@dswd.gov.ph

Website: www.fo9.dswd.gov.ph



LIVE IN CHATROOM
DSWD REGION IX



FOLLOW US ON TWITTER
@dswdfo9



FOLLOW US ON INSTAGRAM
@dswdfo9



CHECK US ON YOUTUBE
DSWD REGION IX

#DSWDMayMalasakit

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

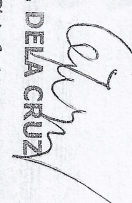
POSTING OF VACANCIES
As of JUNE 2020

| NO. | POSITION TITLE | ITEM NO. | NO OF VACANT POSITION | SALARY GRADE | QUALIFICATION REQUIREMENTS | | | | COMPETENCY (IPCR) | ASSIGNMENT |
|-----|---|--------------------------|-----------------------|--------------|---|--|--|---|-------------------|------------|
| | | | | | EDUCATION | TRAINING | EXPERIENCE | ELIGIBILITY | | |
| 1 | PROJECT DEVELOPMENT OFFICER III (PERMANENT) | OSEC-DSWDB-PDO3-11-2015 | 1 | 18 | Graduate of Bachelor's Degree relevant to the job | Atleast with 24 hours of relevant training | 1. Two (2) years of relevant experience; 2. Computer literate (database application, excel, powerpoints, etc.) | Career Service (professional)/ 2nd level eligibility. | VS | DSWD-FO IX |
| 2 | PROJECT DEVELOPMENT OFFICER II (PERMANENT) | OSEC-DSWDB-PDO2-235-2004 | 1 | 15 | Graduate of Bachelor's Degree relevant to the job | Atleast with 24 hours of relevant training | 1. Two (2) years of relevant experience; 2. Computer literate (database application, excel, powerpoints, etc.) | Career Service (professional)/ 2nd level eligibility. | VS | DSWD-FO IX |
| 3 | SOCIAL WELFARE OFFICER II (PERMANENT) | OSEC-DSWDB-SWO2-569-2004 | 1 | 15 | Bachelor's Degree in Social Work (BSSW) | Atleast with 24 hours of relevant training | 1. Atleast 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.) | RA 1080 (licensed Social Worker) | VS | DSWD-FO IX |

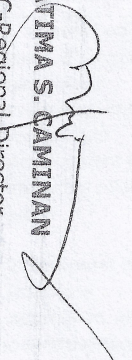
| | | | | | | | | | | |
|---|---|------------------------------|---|----|---|---|---|---|----|------------|
| 4 | SOCIAL WELFARE OFFICER II (PERMANENT) | OSEC-DSWDB- SWO2-574-2004 | 1 | 15 | Bachelor's Degree in Social Work (BSSW) | At least with 24 hours of relevant training | 1. At least Two (2) years of progressively responsible experience in social welfare and development services and other related work. 2. Computer literate (database application, excel, powerpoints, etc.) | RA 1080 (Licensed Social Worker) | VS | DSWD-FO IX |
| 5 | SOCIAL WELFARE OFFICER II (PERMANENT) | OSEC-DSWDB- SWO2-584-2004 | 1 | 15 | Bachelor's Degree in Social Work (BSSW) | At least with 24 hours of relevant training | 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.) | RA 1080 (Licensed Social Worker) | VS | DSWD-FO IX |
| 6 | MANPOWER DEVELOPMENT OFFICER I (Permanent) | OSEC-DSWDB- MDO1-169-2004 | 1 | 11 | Graduate of Bachelor's Degree relevant to the job | At least 24 hours of relevant training | experience none required; Computer literate (database application, excel, powerpoints, etc.) | Career Service (professional)/ 2nd level eligibility. | VS | DSWD-FO IX |
| 7 | ADMINISTRATIVE ASSISTANT III (Contractual-NHTS) | CONTRACTUAL | 1 | 9 | At least 2 years in College or graduate of Vocational Technical Courses | At least 4 hours of relevant training | With atleast one (1) year of relevant experience; (Additional: Computer Literate, Good Communication Skills, Good Reportorial Skills) | none required | VS | DSWD-FO IX |

| | | | | | | | | | |
|---|----------------------------------|-----|---|----|-----------------------------------|---|---|------------------------------|------------|
| 8 | MEDICAL OFFICER IV (CRCP-MOA) | MOA | 1 | 23 | Graduate of Doctor of Medicine | Atleast with 8 hours of relevant training | With atleast two (2) years experience in medical practice | RA 1080 (Licensed Doctor) | DSWD-FO IX |
|---|----------------------------------|-----|---|----|-----------------------------------|---|---|------------------------------|------------|

Certified by:


FEL. DELA CRUZ
 OIC-Chief, HRMDD

Approved by:


FATIMA S. CAMINAM
 OIC-Regional Director