



Department of Social Welfare and Development

M/S

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 : September 14, 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	NO. OF VACANT POSITION	QUALIFICATION REQUIREMENTS				ASSIGNMENT
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
1	PROJECT DEVELOPMENT OFFICER II (Regular)	1	Graduate of Bachelor's Degree relevant to the job	Atleast with 24 hours of relevant training	1. Atleast Two (2) years of relevant experience; 2. Computer literate (database application, excel, powerpoints, etc.)	Career Service (professional)/ 2nd level eligibility.	DSWD-FO IX
2	SOCIAL WELFARE OFFICER I (Regular)	2	Bachelor's Degree in Social Work (BSSW)	Atleast with 16 hours of relevant training	1. At least One (1) year of relevant experience 2. Computer literate (database application, excel, powerpoints, etc.)	RA 1080 (Licensed Social Worker)	DSWD-FO IX
3	MANPOWER DEVELOPMENT OFFICER I (Regular)	1	Graduate of Bachelor's	Atleast with 16 hours of relevant training	1. At least One (1) year of relevant	Career Service (professional)/	DSWD-FO IX

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office IX
General Vicente Alvarez Street, Zamboanga City
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#DSWDMayMalasakit



Department of Social Welfare and Development

			Degree relevant to the job		experience2. Computer literate (database application, excel, powerpoints, etc.)	2nd level eligibility.	
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Applicants should 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)**

Schedules:

- Last submission – **September 25, 2020**
- IQ Exam – **September 28, 2020**
- Essay Exam – **September 29, 2020**
- Interview – **September 30, 2020**

Certified Correct:


FE L. DELA CRUZ
OIC-Chief, HRMDD

Approved by:


FATIMA S. CAMINAN
OIC-Regional Director

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

POSTING OF VACANCIES
 As of SEPTEMBER 2020

NO.	POSITION TITLE	ITEM NO.	NO OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS				COMPLETE NCY (IPCR)	ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY		
1	PROJECT DEVELOPMENT OFFICER II	OSEC-DSWDB-PDO2-234-2004	1	Php 32,053.00	Graduate of Bachelor's Degree relevant to the job	Atleast with 24 hours of relevant training	1. Atleast 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	SOCIAL WELFARE OFFICER I	OSEC-DSWDB-SOCWO1-179-2004	1	Php 22,316.00	Bachelor's Degree in Social Work (BSSW)	Atleast with 16 hours of relevant training	1. At least One (1) year of relevant experience 2. Computer literate (database application, excel, powerpoints, etc.)	RA 1080 (Licensed Social Worker)	VS	DSWD-FO IX
3	SOCIAL WELFARE OFFICER I	OSEC-DSWDB-SOCWO1-180-2004	1	Php 22,316.00	Bachelor's Degree in Social Work (BSSW)	Atleast with 16 hours of relevant training	1. At least One (1) year of relevant experience 2. Computer literate (database application, excel, powerpoints, etc.)	RA 1080 (Licensed Social Worker)	VS	DSWD-FO IX

4	MANPOWER DEVELOPMENT OFFICER I	OSEC-DSWDB- MDO1-173-2004	1	Php 22,316.00	Graduate of Bachelor's Degree relevant to the job	Atleast with 16 hours of relevant training	1. At least One (1) year of relevant experience 2. Computer literate (database application, excel, powerpoints, etc.)	Career Service (professional)/ 2nd level eligibility.	VS	DSWD-FO IX
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Certified by:


FEL L. DELA CRUZ
 OIC-Chief, HRMD

Approved by:


KATIMA S. CAMINANO
 OIC-Regional Director