

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

ATTENTION : All Qualified Applicants

SUBJECT : **Schedule of Examinations and Interview**

Date : November 12, 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.	Social Welfare Officer IV (Contractual Pantawid)	1	Bachelor's Degree in Social Work (BSSW)	1. At least Two (3) years of progressively responsible experience in social welfare and development services and other related work. 2. Computer literate (database, application, excel, PowerPoint, etc.)	At least 36 hours relevant training	RA 1080 (RSW)	DSWD-FO IX
2.	Social Welfare Officer III (Contractual Pantawid)	1	Bachelor's Degree in Social Work (BSSW)	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, powerpoint, etc.)	At least 24 hours relevant training	RA 1080 (RSW)	DSWD-FO IX
3.	Project Development Officer II- Beneficiary Data Management System (Contractual Pantawid)	1	BS Degree relevant to the Job preferably: *Computer Science *Information Technology	At Least 1 experience in developmental-related projects involving the ff. Skills: 1. Data/Information Mgt, 2. Computer Literate 3. Good in Report Generation & Technical Writing 4. Good Analysis of Statistical Data 5. Good Project Mgt.Skills	At least 16 hrs. Experience in Data Mgt.,Project Mgt.,Research	Preferably with 2nd Level Eligibility	Pagadian City, ZDS



Department of Social Welfare and Development

FIELD OFFICE IX

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)

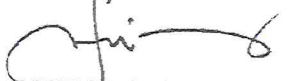
Schedule:

- **Last Submission- November 20, 2020**
- **IQ Exam – November 23, 2020**
- **Hands On Exam – November 24, 2020**
- **Interview – November 26, 2020**

Certified Correct by:


FE L. DELA CRUZ
Chief HRMDD

Noted by:


FATIMA S. CAMINAN
OIC-Regional Director

REPUBLIKA NG PILIPINAS
 KAGAWARAN KAGALINGANGPANLIPUNAN AT PAGPAPANUNLAD
 Department of Social Welfare and Development
 Field Office IX, Zamboanga City

NO	POSITION TITLE	STATUS OF EMPLOYMENT	NO OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS				ASSIGNMENT	DURATION OF CONTRACT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
1	Social Welfare Officer IV	(Contractual Pantawid)	1	22	Bachelor's Degree in Social Work (BSSW)	1. Atleast Two (3) years of progressively responsible experience in social welfare and development services and other related work. 2. Computer literate (database, application, excel, Powerpoint, etc.)	At least 36 hours relevant training	RA 1080 (RSW)	DSWD-FO IX	
2	Social Welfare Officer III (Contractual Pantawid)	(Contractual Pantawid)	1	18	Bachelor's Degree in Social Work (BSSW)	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, powerpoint, etc.)	At least 24 hours relevant training	RA 1080 (RSW)	DSWD-FO IX	
2	Project Development Officer II- Beneficiary Data Management System	Contractual (Pantawid)	1	15	BS Degree relevant to the Job preferably: *Computer Science *Information Technology	At Least 1 experience in developmental-related projects involving the ff. Skills: 1. Data/Information Mgt, Computer Literate 3. Good in Report Generation & Technical Writing 4. Good Analysis of Statistical Data 5. Good Project Mgt. Skills	At least 16 hrs. Experience in Data Mgt., Project Mgt., Research	Preferably with 2nd Level Eligibilit	Pagadian City, ZDS	

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FEL L. DELA CRUZ
 OIC-Chief HRDMM

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 OIC-Regional Director