

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

: February 1, 2021

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:

N O.	POSITION TITLE	NO OF VACANT POSITION	QUALIFICATION REQUIREMENTS				COMP ETENC Y (IPCR)	ASSIGNM ENT
			EDUCATI ON	TRAINING	EXPERIENCE	ELIGIBIL ITY		
1	ADMINISTRATIVE OFFICER II (REGULAR)	1	Graduate of bachelor's degree in Social Sciences, Liberal Arts, Economics, Finance, Psychology and other related fields	Atleast with 8 hours of relevant training	1. Atleast One (1) year relevant experience  2. Computer literate (database application, excel, powerpoints, etc.)	Career Service (Prof)/ 2nd Level eligibility or RA 1080	VS	DSWD-FO IX
2	SOCIAL WELFARE OFFICER II (SOCPEN-CONTRACTUAL)	1	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 (Licens ed Social Worker )	VS	DSWD-FO IX

3	SOCIAL WELFARE OFFICER III (ARRS-MOA)	1	Graduate of 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 (Licens ed Social Worker )	VS	DSWD-FO IX
4	PROJECT DEVELOPMENT OFFICER II - INFORMATION OFFICER (SLP-MOA)	1	Graduate of bachelor's degree relevant to the job	Atleast with 24 hours of relevant training	1. Atleast Two (2) years of relevant experience2. Computer literate (database application, excel, powerpoints, etc.)	None require d	VS	DSWD-FO IX
5	PROJECT DEVELOPMENT OFFICER I (ARRS-CONTRACTUAL)	1	Graduate of bachelor's degree relevant to the job or equivale nt professio nal qualificat ion	Atleast with 4 hours of relevant training	Atleast One (1) year relevant experience	Career Service (Prof)/ 2nd Level eligibili ty	VS	DSWD-FO IX
6	FINANCIAL ANALYST I (MOA-AICS)	1	Graduate of bachelor's degree relevant to the job	Atleast with 4 hours of relevant training	Atleast One (1) year relevant experience	None require d	VS	DSWD-FO IX
7	ADMINISTRATIVE AIDE IV (SOCPEN) MOA	1	Completi on of two (2) years studies in College	None required	1. None required  2. Computer literate (database application, excel, powerpoints, etc.)	None require d	VS	DSWD-FO IX

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

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

**Schedules:**

- **Last submission – February 11, 2021**
- **Paper Screening – February 12, 2021**
- **IQ Exam –February 15, 2021 AM**
- **Essay Exam –February 15, 2021 PM**
- **Interview –February 16, 2021 AM & PM**

Certified Correct:



**FE L. DELA CRUZ**  
OIC-Chief, HRMDD

Approved by:



**FATIMA S. CAMINAN**  
OIC-Regional Director