



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 : March 4, 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:

N O.	POSITION TITLE	NO OF VACANT POSITION	QUALIFICATION REQUIREMENTS				COMPETENCY (IPCR)	ASSIGNMENT
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY		
1	ATTORNEY III	1	Bachelor of Laws/Juris Doctor	At least 4 hours of relevant training	At least 1 year of relevant experience	RA 1080 (Bar)	VS	DSWD-FO IX
2	SOCIAL WELFARE OFFICER III	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 (Licensed Social Worker)	VS	DSWD-FO IX
3	PROJECT DEVELOPMENT OFFICER III	1	Graduate of Bachelor's Degree relevant to the job	Atleast with 24 hours of relevant training	1. 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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office IX

General Vicente Alvarez Street, Zamboanga City
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4	LEGAL ASSISTANT II	1	Graduate of BS Legal Management, AB Paralegal Studies, Law, Political Science or Other Allied Courses	At least 4 hours of training relevant to Legal Work, such as Legal Ethics, Legal Research and Writing, or Legal Procedure	None required	Career Service Professional/ Second Level Eligibility	VS	DSWD-FO IX
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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 – **March 8, 2021**
- Paper Screening – **March 8, 2021**
- IQ Exam – **March 9, 2021**
- Essay Exam – **March 10, 2021 PM**
- Interview – **March 11, 2021**

Certified Correct:

FE L. DELA CRUZ
OIC-Chief, HRMDD

Approved by:

FATIMA S. CAMINAN
OIC-Regional Director

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

POSTING OF VACANCIES

As of MARCH 2021

NO.	POSITION TITLE	ITEM NO.	NO OF VACANT POSITION	MONTHLY SALARY	QUALIFICATION REQUIREMENTS			COMPE TE NCY (IPCR)	ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE		
1	ATTORNEY III	ATY3-13-2021	21	Php 60,901.00	Bachelor of Laws/Juris Doctor	At least 4 hours of relevant training	At least 1 year of relevant experience	VS	DSWD-FO IX
2	SOCIAL WELFARE OFFICER III	OSEC-DSWDB-SOCWO3-336-2004	18	Php 43,681.00	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.)	VS	DSWD-FO IX
3	PROJECT DEVELOPMENT OFFICER III	OSEC-DSWDB-PDO3-10-2015	18	Php 43,681.00	Graduate of Bachelor's Degree relevant to the job	Atleast with 24 hours of relevant training	1. 1. Two (2) years of relevant experience; 2. Computer literate (database application, excel, powerpoints, etc.)	VS	DSWD-FO IX

4	LEGAL ASSISTANT II	LEA2-31-2021	12	Php 26,052.00	Graduate of BS Legal Management, AB Paralegal Studies, Law, Political Science or Other Allied Courses	At least 4 hours of training relevant to Legal Work, such as Legal Ethics, Legal Research and Writing, or Legal Procedure	None required	Career Service Professional/ Second Level Eligibility	VS	DSWD-FO IX
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Certified by:


FE L. DELA CRUZ
 OIC-Chief, HRMDD

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 OIC-Regional Director