

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

ATTENTION : All Next-In-Rank and other Qualified Applicants

SUBJECT : Schedule of Examinations and Interview

DATE June 22, 2021

Attached for your information are Vacant MOA Positions with their corresponding qualification requirements, which are open to all interested qualified applicants; to wit:

POSITION TITLE/ SALARY GRADE	NO. OF VACANT POSITION	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT
		EDUCATION	EXPERIENCE	TRAINING		
1. PROJECT DEVELOPMENT OFFICER II (IMPLEMENTING PDO - SG-15) SUSTAINABLE LIVELIHOOD PROGRAM (SLP)	2 MOA	Bachelor's Degree in any business-related and/or social science courses	At least Three (3) years of relevant experience in development-related projects involving community organizing, business plan development, and/or training with additional skills: a) adept in community mobilizing; b) computer literate with basic knowledge on MS Office applications, especially MS Word, MS Excel and MS Powerpoint; c) capable of writing technical reports with minimal guidance; and d) with basic skills on bookkeeping, and project management	At least Sixteen (16) hours of relevant training in any or a combination of the following: project management, social entrepreneurship, business plan development, business operations, project implementation, employment relations, and community organizing	None required	DSWD FO IX - SLP (SWADT PAGADIAN AND LILOY, ZDN)
2. PROJECT DEVELOPMENT OFFICER II - EO 70 (SG-15) SUSTAINABLE LIVELIHOOD PROGRAM (SLP)	1 MOA	Bachelor's degree preferably in Management, Entrepreneurship, Development Studies, Social Sciences or any business-related course	At least One (1) year experience in development-related projects involving community organizing, capability building activities, community organizing and facilitation, proposal development, enterprise development with additional skills: Capable of conducting training needs analysis, developing training designs and modules, partnerships and networking, opportunity mapping, situational analysis and writing technical reports; also preferably with background on peace and development initiatives/engagements	At least Four (4) hours relevant training in social entrepreneurship, business plan development, module development, training plan and implementation program	None required	RPMO - SLP

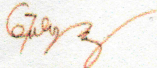
For all those interested applicants, please submit your requirements to HRMDD not later than June 28, 2021, with the following documents, to wit:

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

Schedule:

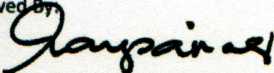
- Ø Last Submission – June 28, 2021
- Ø IQ Exam – June 30, 2021
- Ø Hands-On exam – June 31, 2021
- Ø Interview – July 5 2021

Certified Correct:



FE L. DELA CRUZ
OIC – CHIEF – HRMDD

Approved By:



ATTY SITTIE RAIFAH M. PAMALOY-HASSAN
OIC-Regional Director

