

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

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

SUBJECT : Schedule of Examinations and Interview

DATE June 14, 2021

Attached for your information are Vacant CONTRACTUAL AND 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 III (SG-18) SUSTAINABLE LIVELIHOOD PROGRAM (SLP) (BY PROMOTION)	1 CONTRACTUAL	Bachelor's Degree preferably in Management, entrepreneurship, Economics, Development Studies, Community development or any business-related or social sciences degree	At least Three (3) years of relevant experience in any or the combination of the development-related projects involving government projects, community organizing and business development	At least Forty Eight (48) hours of relevant training in any or a combination of the following Project Management, Social Entrepreneurship, Business operations, Project Implementation, employment Relations, Strategy Management, Community Organizing and Monitoring & Evaluation	None required	RPMO - SLP
2. PROJECT DEVELOPMENT OFFICER III (SG-18) Enhanced Partnership Against Hunger and Poverty (EPAHP)	1 MOA	Bachelor's Degree preferably in Management, entrepreneurship, Economics, Development Studies, Community development or any business-related or social sciences degree	At least Three (3) years of relevant experience in any or the combination of the development-related projects involving government projects, community organizing and business development	At least Forty Eight (48) hours of relevant training in any or a combination of the following Project Management, Social Entrepreneurship, Business operations, Project Implementation, employment Relations, Strategy Management, Community Organizing and Monitoring & Evaluation	None required	DSWD FO IX - EPAHP
3. Project Development Officer II (SG-15) Operations Monitoring Officer - Enhanced Partnership Against Hunger and Poverty (EPAHP)	1 MOA	With Bachelor's Degree in Social Sciences, Statistics, or other related field/discipline	1. With at least Two (2) years of experience in any of the following: monitoring and evaluation, research, database management, GIS operation	With 8 hours training on any of the following: computer operation, database operation or GIS	None required	DSWD FO IX - EPAHP
4. Project Development Officer II (SG-15) Planning and Finance Officer - Enhanced Partnership Against Hunger and Poverty	1 MOA	Bachelor's degree in Accountancy, other Accounting/ Business Management courses	At least Two (2) years of relevant experience, preferably in the government's anti-poverty programs	At least 8 hours of relevant training, preferably in government accounting systems	none required	DSWD FO IX - EPAHP
5. Project Development Officer II (SG-15) Capability Building and General Administration Officer - Enhanced Partnership Against Hunger and Poverty (EPAHP)	1 MOA	Bachelor's Degree in Social Sciences or other Allied disciplines	1. Preferably with Two (2) years of relevant experience along managing of various capability building programs and activities 2. Skills in Career Development Planning; 3. Excellent Command of Oral and Written Communication Skills, E.g. Documentation; 4. With Excellent Training using Facilitation Skills; 5. With experience/ skills in Training Evaluation & TNA	24 hours of relevant training	none required	DSWD FO IX - EPAHP

6. Project Development Officer I (SG-11) SOCIAL PENSION	4 MOA	Bachelor's Degree in Social Sciences or other Allied disciplines	One (1) year of relevant experience with additional qualifications: 1. Willing and fit to travel in far flung areas 2. Positive attitude to work and with minimum supervision 3. Knowledgeable in technical writing and above average communication skills 4. Capacity to work in a fast-paced working environment, under pressure and multi tasks	Four (4) hours of relevant training	none required	DSWD FO IX - SOCIAL PENSION
7. Project Development Officer II (SG-15) Strategic Helpdesk Information, Education, Livelihood and other Development Interventions (SHELD)	1 MOA	Bachelor's degree in Social Sciences and other Allied disciplines	At least two (2) years of relevant experience, preferably in the government's development interventions, livelihood and advocacy campaigns	Four (4) hours of relevant training	none required	RPMO - SHELD

For all those interested applicants, please submit your requirements to HRMDD not later than June 18, 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:

- ⊙ Last Submission – June 21, 2021
- ⊙ IQ Exam – June 23, 2021
- ⊙ Hands-On exam – June 24, 2021
- ⊙ Interview – June 25, 2021

Certified Correct:



FEL DELA CRUZ
OIC – CHIEF – HRMDD

Approved By:



ATTY SILVIE RAIBAH M. PAMALOY-HASSAN
OIC-Regional Director

