



Attached for your information are Vacant KALAHI-CIDSS 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. TECHNICAL FACILITATOR	23: NCDDP (6) PAMANA (7) KKB (10)	Bachelor's degree in Civil Engineering and other engineering related courses, preferably a licensed Civil Engineer; Women applicants are encourage	Minimum of One (1) year relevant civil works experience in small scaled rural community-based infrastructure Development, preferably with Six (6) months in foreign assisted development projects	Four (4) hours training on managing community-based infrastructure projects and eight (8) hours on community development/poverty reduction	Licensed Civil Engineer	DSWD FO - IX
2. MUNICIPAL FINANCIAL ANALYST	42: NCDDP (32) PAMANA (2) KKB (8)	Bachelor's degree in Business Administration or any Commerce related course	One (1) year relevant work experience	Four (4) hours relevant training	none required	DSWD FO - IX
3. COMMUNITY EMPOWERMENT FACILITATOR	59: PAMANA (11) KKB (48)	Graduate of any 4 year course relevant to social development, community development, and/or social work.	1. With Two (2) years of relevant, progressive work experience in community organizing and/or development assistance projects. 2. Experience in implementing gender and development, conflict sensitivity and peace building, development work with indigenous people and indigenous cultural communities, community-based resource management, community-based environmental protection, and community-based disaster risk reduction programs is an advantage.	At least forty (40) hours of relevant training in community organizing, community mobilization strategies and approaches, and/or Popular Education techniques and approaches. Training in Gender and Development and/or Local Governance a plus. CFs to be assigned in Indigenous Peoples (IP) areas should have 20 hours of training on IP sensitivity and Indigenous Peoples Rights.	none required	DSWD FO - IX

For all those interested applicants, please submit your requirements to HRMDD not later than July 19, 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 - July 19, 2021
- ⊙ IQ Exam - July 20, 2021
- ⊙ Hands-On exam - July 21, 2021
- ⊙ Interview - July 22, 2021

Certified ~~Correct~~7:

FE L. DELA CRUZ
OIC - CHIEF - HRMDD

Approved By:

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

For the Regional Director:

Maria Corazon G. Sumicad



Records
SWADT?
Centers

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 : July 13, 2021

POSITION TITLE/ SALARY GRADE	NO. OF VACANT POSITION	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT
		EDUCATION	EXPERIENCE	TRAINING		
1. Social Welfare Officer II (WOMEN, FAMILY, COMMUNITY AND SPECIAL CONCERNS - WFCSC)	3: Women (1) Family (1) Community and Other Special Concerns (1)	Bachelor's degree in Social Work	At least two (2) years of progressively responsible experience in social welfare and development services and other related work	At least Twenty (21) hours of relevant training	Preferably Registered Social Worker	DSWD FO -IX

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For the Regional Director:
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*Records
SWADT
Center 5*

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POSITION TITLE/ SALARY GRADE	NO. OF VACANT POSITION	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT
		EDUCATION	EXPERIENCE	TRAINING		
1. Financial Analyst II (KC - PAMANA)	1	Bachelor's degree in Accountancy or any Commerce related course	At least 2 years related work experience, preferably in a government institution	At least 12 hours relevant training preferably in government accounting systems	none required	KC - RPMO
2. Cash Clerk (KC - NCDDP)	1	Bachelor's Degree in Business Administration or any related business course	1. Preferably with at least one (1) year work experience in cash management work 2. With good comm. & analytical skills 3. Highly literate in MS Office applications	At least Eight (8) hours relevant training	none required	RPMO -CASH SECTION
3. Administrative Assisatnt II	5: NCDDP (3) PAMANA (2)	Completion of two-year studies in tertiary education, or graduate of any two-year technical-vocational course	1. At least One (1) year of relevant experience 2. Computer literate (database application, excel, PowerPoint, etc.)	At least Four (4) hours relevant training	None required	DSWD FO -IX
4. Administrative Aide IV - Driver (KC-NCDDP)	1	Completion of Two (2) years in College	1. At least 2 years of driving 2. With Skills in Automechanic and Engine Troubleshooting and	At least Eight (8) hours relevant training	none required	DSWD FO -IX

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