

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 : September 15, 2021

POSITION TITLE/ SALARY GRADE	STATUS OF EMPLOYMENT	NO. OF VACANT POSITION	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT
			EDUCATION	EXPERIENCE	TRAINING		
Social Welfare Officer II - Adoption Resource and Referral Section (ARRS)	Contractual	1	Bachelor's Degree in Social Work	One (1) year of relevant experience preferably in case management and data management.	At least four (4) hours relevant training	Registered Social Worker	DSWD FO -IX
Social Welfare Officer I	1: (Contractual - Direct Release Fund) 1: Recovery & Reintegration Program for Trafficked persons (RRPTP) - Cost of Service	2	Bachelor's Degree in Social Work	One (1) year of relevant experience preferably in case management and data management.	At least four (4) hours relevant training	Registered Social Worker	DSWD FO -IX
Social Welfare Officer II	Cost of Service: 1: Supplemental Feeding Program (SFP) 1: Recovery & Reintegration Program for Trafficked persons (RRPTP)	2	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
Administrative Officer V Unconditional Cash Transfer (UCT)	Cost of Service	1	Bachelor's Degree in Commerce	Two (2) years of relevant experience	Eight (8) hours of relevant training	None Required	RPMO - UCT
Social Welfare Aide I	1: (Casual) 1: Cost of Service (AICS)	2	Completion of Two (2) years in college	One (1) year of relevant experience	At least four (4) hours relevant training	None Required	DSWD FO -IX
Project Development Officer II 2: Implementing PDO 2: Monitoring PDO	Cost of Service	4	Bachelor's Degree in any business related courses, and/or social science courses	At least 3 years of relevant experience in development- related projects involving community organizing, business development and/or training.	At least 16 hours of relevant training in any or combination of the following project management, social entrepreneurship, business plan development, business operations, project implementation, employment relations and community organizing.	None Required	SWADT Pagadian
Project Development Officer II (Pantawid - Municipal Link)	Contractual	6	BS Social Work Graduate	At least 1 year relevant experience preferably in Community Organizing and Case Management and at least 1 year Supervisory experience. - Computer Literate - Communication Skills - Excellent Reportorial Skills	At least 24 hours relevant training preferably in Community Organizing and Case Management	RA 1080 (RSW)	Across Region IX

POSITION TITLE/ SALARY GRADE	STATUS OF EMPLOYMENT	NO. OF VACANT POSITION	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT
			EDUCATION	EXPERIENCE	TRAINING		
Project Development Officer II (MCCT - Community Facilitator)	Contractual	3	BS Degree relevant to the job pref. BS Social Work, Community Development & Other Allied Social Sciences	At least 1 year relevant exp. in Community Organizing with IP Community 1. Computer Literate 2. Proficient in Oral & Written English Communication 3. Knowledge & Skills in Community Organizing of IP Cultural Communities	24 hours of relevant training pref. Community Organizing	None Required	Across Region IX
Administrative Assistant III/Municipal Roving Book Keeper (Pantawid Pamilya)	Contractual	1	BS Business Administration, Commerce or any related course	Preferably with 1-year related experience in Book Keeping and other Accounting-related task. With the ff. Skills: 1. Computer Literate 2. Good Problem Solving and Analytical Skills; 3. Excellent Oral & Written Communication Skills	At least 8 hours relevant training	none required	Across Region IX
Social Welfare Assistant (SWA)- Pantawid Pamilya	Contractual	1	Bachelor's Degree in Social Work (BSSW)	1 year of relevant experience Additional: (Computer Literate, Communication Skills, Excellent Reportorial Skills)	4 hours of relevant training	RA 1080 Registered Social Worker	Across Region IX
Administrative Assistant II (Pantawid Pamilya)	Contractual	2	Atleast 2 years in College or graduate of Vocational Technical Courses	Atleast with 1 year experience in Administrative works with ff. Skills 1. Computer Literate 2. Good problem Solving 3. Excellent Oral & Written Communication	At least 2 hours relevant training in filing & records keeping	none required	POO-ZC and POO- DIPOLOG, ZDN

For all those interested applicants, please submit your requirements to HRMDD not later than September 22, 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)

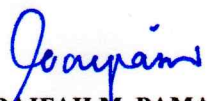
Schedule:

- Ø Last Submission – September 24, 2021
- Ø IQ Exam – September 29, 2021
- Ø Hands-On exam – September 30, 2021
- Ø Interview – October 1-6, 2021

Certified Correct:


JAYSON L. ELIAS
OIC – CHIEF – HRMDD

Approved By:


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