

TO : ALL DIVISION CHIEFS/SECTION HEADS/CENTER HEADS & SWADT LEADERS

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

SUBJECT : Schedule of Examinations and Interview for Vacant Position

DATE : October 11, 2021

Attached for your information is our posting/notice of Three (3) Vacant REGULAR Position with the corresponding qualification requirements, which is open to all interested qualified applicants; to wit:

POSITION TITLE	SG	NO. OF VACANT POSITION	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT
			EDUCATION	EXPERIENCE	TRAINING		
ADMINISTRATIVE OFFICER II	11	1	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Eight (8) hours of relevant training	CS Professional / 2nd Level Eligibility	DSWD-FO IX
SOCIAL WELFARE ASSISTANT	8	1	Completion of Two (2) years in College	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub Professional / 1st Level Eligibility	DSWD-FO IX
ADMINISTRATIVE ASSISTANT II	8	1	Completion of Two (2) years in College	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub Professional / 1st Level Eligibility	DSWD-FO IX


For all those interested qualified applicants, please submit your requirements to HRMDD not later than October 18, 2021, with the following documents, to wit:

1. Application Letter
2. Personal Data Sheet (PDS) Form 212 Series of 2017 with 2x2 latest colored picture
3. Certified true copy of Transcript of Records and Diploma
4. Certificates of Trainings attended
5. Certified true copy of Eligibility (CS 2nd Level/RA 1080)
6. Approved IPCR with VS Rating

Schedule:

- Ø **Last Submission** – October 18, 2021
- Ø **Paper Screening** – October 19, 2021
- Ø **IQ Exam** – October 20, 2021
- Ø **Hands-On exam** – October 21, 2021
- Ø **Interview** – October 22, 2021

-Certified Correct:


JAYSON L. ELIAS
OIC-CHIEF, HRMDD

Approved By:

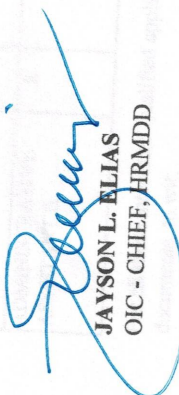

ATTY SITTIE RAIFAH M. PAMALOY-HASSAN
OIC-Regional Director

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

POSTING OF VACANCIES
As of OCTOBER 2021

POSITION TITLE	ITEM NO.	NO. OF VACANT POSITION	SALARY GRADE	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT
				EDUCATION	EXPERIENCE	TRAINING		
ADMINISTRATIVE OFFICER II	OSEC-DSWDB-ADOF2-65-2015	11	Php 23,877.00	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Eight (8) hours of relevant training	CS Professional / 2nd Level Eligibility	DSWD-FO IX
SOCIAL WELFARE ASSISTANT	OSEC-DSWDB-SOCWAS-360-2004	8	Php 18,251.00	Completion of Two (2) years in College	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub Professional / 1st Level Eligibility	DSWD-FO IX
ADMINISTRATIVE ASSISTANT II	OSEC-DSWDB-ADAS2-123-2015	8	Php 18,251.00	Completion of Two (2) years in College	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub Professional / 1st Level Eligibility	DSWD-FO IX

Certified Correct:


JAYSON L. ELIAS
OIC - CHIEF, HRMDD

Approved By: *


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