

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 : January 13, 2022

Attached for your information is our posting/notice of Two (2) Vacant REGULAR Positions 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	TRAINING	EXPERIENCE		
1. SOCIAL WELFARE OFFICER IV	22	1	Bachelor's Degree in Social Work (BSSW)	Three (3) years of experience in supervision and Management of social welfare development programs and services.	Sixteen (16) hours of relevant training	RA 1080 (Licensed Social Worker)	DSWD FO IX - Promotive Division
2. ADMINISTRATIVE OFFICER V	18	1	Bachelor's degree	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	Career Service (Professional)/2nd level eligibility.	DSWD FO IX - Budget Unit/Admin. Division

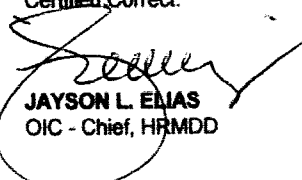
For all those interested qualified applicants, please submit your requirements to HRMDD not later than January 26, 2022, with the following documents, to wit:

1. Application Letter
2. Personal Data Sheet (PDS) Form 212 Series of 2018 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 (Latest Semester)

Schedule:

- Ø Last Submission – January 26, 2022
- Ø IQ Exam – January 31, 2022
- Ø Hands-On exam – February 7, 2022
- Ø Interview – February 18, 2022

Certified Correct:


JAYSON L. ELIAS
 OIC - Chief, HRMDD

Approved By:


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