

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 : June 15, 2022

Attached for your information is our posting/notice of Variety of Vacant Permanent and MOA Positions with the corresponding qualification requirements, which are open to all interested qualified applicants; to wit:

POSITION TITLE	SG	NO. OF VACANT POSITION	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT
			EDUCATION	TRAINING	EXPERIENCE		
1. ADMINISTRATIVE OFFICER IV OSEC-DSWDB-ADOF4-51-2015 (PERMANENT)	15	1	Bachelor's Degree in Commerce, Accountancy and Business related courses	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/2nd level eligibility.	DSWD-FO IX
2. SOCIAL WELFARE OFFICER I OSEC-DSWDB-SOCWO1-179-2004 (PERMANENT & CASUAL)	11	1 Permanent 1 Casual	Bachelor's degree in Social Work	None required	None required	RA 1080 (SW)	DSWD-FO IX
3. ADMINISTRATIVE ASSISTANT II OSEC-DSWDB-ADAS2-119-2015 (PERMANENT)	8	1	Completion of Two (2) years in College	Four (4) hours of relevant training	One (1) year of relevant experience	CS Sub Professional / 1st Level Eligibility	DSWD-FO IX
4. ADMINISTRATIVE ASSISTANT I OSEC-DSWDB-ADAS1-167-2004 (PERMANENT)	7	1	Completion of Two (2) years in College	Four (4) hours of relevant training	One (1) year of relevant experience	CS Sub Professional / 1st Level Eligibility	DSWD-FO IX
5. ADMINISTRATIVE AIDE IV OSEC-DSWDB-ADA4-461-2004 OSEC-DSWDB-ADA4-761-2004 (PERMANENT)	4	2	Completion of two years studies in college	None required	None required	Career service (sub-professional)/1st level eligibility.	DSWD-FO IX
6. PROJECT DEVELOPMENT OFFICER II (CONTRACTUAL & MOA-SLP)	15	2 (CONT) 2 (MOA)	Bachelor's Degree in Commerce, Accountancy and Business related courses	At least 4 hours relevant training related to the job	At least 1 year experience in development-related projects	Preferrably Career Service (Professional/ Second Level Eligibility)	DSWD-FO IX
7. PROJECT DEVELOPMENT OFFICER I (CONTRACTUAL-ARRS)	11	1	Bachelor's Degree relevant to the Job	None required	None required	Preferrably Career Service (Professional)/2nd level eligibility.	DSWD-FO IX
8. HOUSEPARENT I (CONTRACTUAL)	4	1	High School Graduate	None required	None required	None (MC. 11, CAT. III) Caregiver	DSWD-FO IX
9. SOCIAL WELFARE AIDE (CASUAL)	4	1	Completion of two years studies in college	None required	None required	Preferrably Career service (sub-professional)/1st level eligibility.	DSWD-FO IX

POSITION TITLE	SG	NO. OF VACANT POSITION	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT
			EDUCATION	TRAINING	EXPERIENCE		
10. ADMINISTRATIVE OFFICER II- PSYCHOMETRICIAN (COS/MOA)	11	3	Bachelors degree in Psychology	None required	None required	RA 1080 (Psychometrician)	DSWD-FO IX
11. Project Development Officer II (Partners NGO's & LGU's)- CONTRACTUAL	15	1	BS Degree relevant to the job preferably Allied Social Sciences	8 hours of relevant training	At least 2 years relevant experience 1. Computer Literate 2. Proficient in Oral & Written English Communication 3. Knowledge & Skills in Community Organizing of IP Cultural Communities	preferably CSC Professional/2nd Level Eligibility	RPMO
12. Project Development Officer II (COMPLIANCE VERIFICATION SYSTEM FOCAL)- CONTRACTUAL	15	1	BS Degree relevant to the job preferably Allied Social Sciences	8 hours of relevant training	At least 2 years 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	preferably CSC Professional/2nd Level Eligibility	RPMO
13. Project Development Officer II (Monitoring & Evaluation Focal)	15	1	Bachelor's Degree BS Computer Science BS Computer Engineering BS Management Information Systems	8 hours of relevant training	With at least 2 years experience in any of the following: Monitoring and Evaluation, Research, Database Management	preferably CSC Professional/2nd Level Eligibility	RPMO
14. Project Development Officer II (Pantawid - Municipal Link)- CONTRACTUAL	15	7	Bachelor's Degree in Social Work	At least 24 hours relevant training preferably in Community Organizing and Case Management	At least 2 years relevant experience preferably in Community Organizing and Case Management and at least 1 year Supervisory experience. '- Computer Literate '- Communication Skills '- Excellent Reportorial Skills	RA 1080 (RSW)	Across Region IX

POSITION TITLE	SG	NO. OF VACANT POSITION	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT
			EDUCATION	TRAINING	EXPERIENCE		
15. Administrative Assistant III/Municipal Roving Book Keeper (Pantawid Pamilya)-CONTRACTUAL	9	2	BS Business Administration, Commerce or any related course	At least 8 hours relevant training	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	none required	Across Region IX
16. Social Welfare Assistant (SWA)-Pantawid Pamilya-CONTRACTUAL	8	8	Bachelor's Degree in Social Work	8 hours of relevant training	1 year of relevant experience Additional: (Computer Literate, Communication Skills, Excellent Reportorial Skills)	RA 1080 Registered Social Worker	Across Region IX
17. Social Welfare Assistant (MCCT-CFA)-Pantawid Pamilya-CONTRACTUAL	8	5	Completion of 2 years in College Preferably: Community Development & Social Work or Other Allied Social Sciences	At least 8 hours relevant training	At least 1 year relevant experience in the Indigenous Cultural Community (ICC) with the ff. Skills: 1. Computer Literate 2. Proficient in Oral & Written 3. Pref. from the ICC 4. Knowledge & Skills in Community Organizing of IP Cultural Communities 5. Can speak Tagalog & the Language of ICC.	none required	Across Region IX

For all those interested qualified applicants, please submit your requirements to HRMDD, DSWD FO IX, Zamboanga City **not later than June 27, 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 1st Level/CS 2nd Level/RA 1080)
6. Approved IPCR with VS Rating (Latest Semester)

Note: Please indicate your Email Account, Contact Number accurately for notification of the schedule of exams, essay and interview (Incomplete number or email account will not be entertained).

All qualified applicants will be notified for the schedule through email, text messages or call.

Certified Correct:

JAYSON L. ELIAS
OIC - Chief, HRMDD

- Ø Last Submission – June 27, 2022
- Ø IQ Exam – July 1, 2022
- Ø Hands-On exam – July 4-8, 2022
- Ø Interview – TBA

Approved By:

ATTY SITTIE RAIFAH M. PAMALAY-HASSAN
Regional Director