

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 : July 14, 2022

Attached for your information is our posting/notice of One (1) of Vacant Permanent 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		EXPERIENCE	ELIGIBILITY	ASSIGNMENT
			EDUCATION	TRAINING			
1. SOCIAL WELFARE OFFICER IV OSEC-DSWDB-SOCWO4-267-2004 (PERMANENT)	22	1	Bachelor's Degree in Social Work (BSSW)	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	RA 1080 (Licensed Social Worker)	DSWD FO IX - Promotive Division

For all those interested qualified applicants, please submit your requirements to HRMDD, DSWD FO IX, De Siete St., Purok Capitol Heights, Balangasan, Pagadian City or DSWD FO IX, Gen. Vicente Alvarez St. Zamboanga City **not later than July 28, 2022** or email at [dswdfo9onlineapplication@gmail.com](mailto:dswdfo9onlineapplication@gmail.com) with the following documents, to wit:

1. Application Letter (Ensure the position being applied for is CLEAR and STATED)
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. Certificate of Employment for all stated/indicated WORK EXPERIENCE
6. Certified true copy of Eligibility (CS 1st Level/CS 2nd Level/RA 1080)
7. Approved IPCR with VS Rating (Latest Semester) or any equivalent performance rating for non-gov't employees (Most recent)

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

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

Certified Correct:

- Ø Last Submission – July 28, 2022
- Ø IQ Exam – July 29, 2022
- Ø Hands-On exam – TBA
- Ø Interview – TBA

JAYSON L. ELIAS  
OIC - Chief, HRMDD

Approved By:

ATTY SYTTIE RAIFAD M. PAMALAY-HASSAN  
Regional Director