

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 : August 24, 2022

Attached for your information is our posting/notice of Variety of Vacant Permanent and Contractual 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. TRAINING CENTER SUPERINTENDENT II PERMANENT OSEC-DSWDB-TRNCS2-1-2022	24	1	Master's Degree and Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years in position/s involving management and supervision	Career Service (Professional)/2nd level eligibility.	DSWD-FO IX
2. SOCIAL WELFARE OFFICER III PERMANENT OSEC-DSWDB-SOCWO3-333-2004	18	1	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 (SW)	DSWD-FO IX
3. PROJECT DEVELOPMENT OFFICER IV (REGIONAL FIELD COORDINATOR) CONTRACTUAL NHTS-PR	22	1	Bachelor's Degree In any social science study	16 hours of relevant training	preferably with at least two (2) years experience with the NHTO or similar project/field.	preferably Career Service (Professional)/2nd level eligibility.	DSWD-FO IX

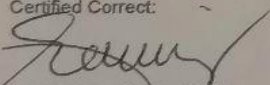
For all those interested qualified applicants, please submit your requirements to HRMDD, with the following documents, to wit:

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. Photocopy of Transcript of Records and Diploma
4. Photocopy of Certificates of Trainings attended
5. Certificate of Employment for all stated/indicated WORK EXPERIENCE
6. Photocopy of Eligibility/Rating/License (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 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, MSW  
 OIC - Chief, HRMDD

Schedule:

- Ø Last Submission – September 9, 2022
- Ø IQ Exam – TBA
- Ø Hands-On exam – TBA
- Ø Interview – TBA

Approved By:

  
 RIDWAN P. HAYAT, CESO IV  
 OIC-Regional Director