

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 4, 2022

Attached for your information are our posting/notice of Four (4) Vacant Permanent 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	EXPERIENCE	TRAINING		
PROJECT DEVELOPMENT OFFICER II (Permanent) OSEC-DSWDB-PDO2-237-2004	15	1	Graduate of Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ 2nd Level Eligibility	DSWD-FO IX
ADMINISTRATIVE OFFICER II (Permanent) OSEC-DSWDB-ADOF2-63-2015	11	1	Graduate of Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ 2nd Level Eligibility	DSWD-FO IX
ADMINISTRATIVE ASSISTANT I (Permanent) OSEC-DSWDB-ADAS1-168-2004	7	1	Completion of Two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	CS Sub Professional/ 1st Level Eligibility	DSWD-FO IX
ADMINISTRATIVE AIDE IV (Permanent) OSEC-DSWDB-ADA4-760-2004	4	1	Completion of Two (2) years studies in College	None required	None required	Career service (sub-professional)/1st 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 (Masters and graduate studies please include TOR or any proof of units);
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.

Schedule:

- Ø Last Submission – October 14, 2022
- Ø Paper Screening – October 17, 2022
- Ø IQ Exam – October 19, 2022
- Ø Hands-On exam – October 20, 2022
- Ø Interview – October 21, 2022

Certified Correct:*


JAYSON L. ELIAS
 OIC-CHIEF, HRMDD

Approved By:


RIDUAN P. ASMUDDIN, CESO IV
 Regional Director