



DEPARTMENT OF SOCIAL WELFARE AND  
DEVELOPMENT FIELD OFFICE IX  
DSWD-OF-002 | REV 01 / 12 OCT 2021

TO : ALL DIVISION CHIEFS/SECTION HEADS/CENTER HEADS & SWADT LEADERS  
 ATTENTION : All Next-In-Rank Qualified Applicants  
 SUBJECT : Schedule of Examinations and Interview for Vacant Position  
 DATE : October 28, 2022

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

POSITION TITLE	SG	NO. OF VACANT POSITION	QUALIFICATION REQUIREMENTS			ELIGIBILITY	ASSIGNMENT
			EDUCATION	TRAINING	EXPERIENCE		
1. SOCIAL WELFARE OFFICER III PERMANENT OSEC-DSWDB-SOCW03-333-2004	18	1	Bachelor's Degree in Social Work	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 Registered Social Worker	DSWD-FO IX

For all those interested next in rank Social Welfare Officer II applicants, please submit your requirements to HRMDD, with the following documents, to wit:

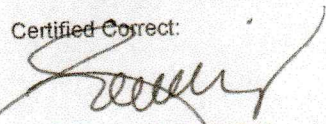
1. Application Letter (Ensure the position being applied for is CLEAR and STATED)
2. Personal Data Sheet (PDS) Form 212 Series of 2018 with 2x2 latest colored picture
3. Photocopy of Transcript of Records and Diploma
4. Photocopy of Certificates of Trainings attended
5. Certificate of Employment for 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: Posting is open to all Next in Rank qualified applicants. This has been extended due to the finalization of area of assignment. Hence, we are inviting all next in Rank Social Welfare Officer IIs.

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 – November 11, 2022
- Ø IQ Exam – TBA
- Ø Hands-On exam – TBA
- Ø Interview – TBA

Approved By:

  
 RIDUAN P. BISMILLAH, CESO IV  
 Regional Director