

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 : January 30, 2023

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 III- PERMANENT (OSEC-DSWDB-PDO3-10-2015)	18	1	Bachelor's degree relevant to the job	4 hours of relevant training	2 years of relevant experience	CS Professional/ 2nd Level Eligibility	DSWD-FO IX
SOCIAL WELFARE OFFICER II- PERMANENT (OSEC-DSWDB-SOCWO2-572-2004) (OSEC-DSWDB-SOCWO2-573-2004)	15	2	Bachelor's degree in social work	4 hours of relevant training	1 year of relevant experience	RA 1080 (SW)	DSWD-FO IX
ADMINISTRATIVE ASSISTANT II- PERMANENT (OSEC-DSWDB-ADAS2-115-2015) (OSEC-DSWDB-ADAS2-122-2015) (OSEC-DSWDB-ADAS2- 118-2015)	8	3	Completion of Two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career service (sub-professional)/1st level eligibility.	DSWD-FO IX
ADMINISTRATIVE AIDE VI- PERMANENT (OSEC-DSWDB-ADA6-138-2004)	6	1	Completion of Two (2) years studies in College	None required	None required	Career service (sub-professional)/1st level eligibility.	DSWD-FO IX
ADMINISTRATIVE AIDE IV- PERMANENT (OSEC-DSWDB-ADA4-771-2004) (OSEC-DSWDB-ADA4-775-2004)	4	2	Completion of Two (2) years studies in College	None required	None required	Career service (sub-professional)/1st level eligibility.	DSWD-FO IX
PROJECT DEVELOPMENT OFFICER II (CONTRACTUAL-SLP)	15	1	Bachelor's degree in any business-related and/or social science	At least 4 years experience in development-related projects	At least 28 hours relevant training related to the job	none required	DSWD-FO IX
PROJECT DEVELOPMENT OFFICER II (EO70) (COST OF SERVICE-SLP)	15	1	Bachelor's degree in any business-related and/or social science	At least 4 years experience in development-related projects	At least 28 hours relevant training related to the job	none required	DSWD-FO IX
PROJECT DEVELOPMENT OFFICER II -CAPBUILD (COST OF SERVICE-SLP)	15	6	Bachelor's degree preferably in Management, Entrepreneurship, Development Studies. Community Development or any business-related and social sciences degree	At least 3 years experience in development-related projects involving capability building, community organizing and facilitation, proposal development, and enterprise development	At least 16 hours relevant training related to the job	none required	DSWD-FO IX
PROJECT DEVELOPMENT OFFICER II (COST OF SERVICE-SLP)	15	20	Bachelor's degree in any business-related and/or social science courses	At least 4 years experience in development-related projects	At least 28 hours relevant training related to the job	none required	DSWD-FO IX

POSITION TITLE	SG	NO. OF VACANT POSITION	QUALIFICATION REQUIREMENTS		TRAINING	ELIGIBILITY	ASSIGNMENT
			EDUCATION	EXPERIENCE			
PROJECT DEVELOPMENT OFFICER II (SYSTEM COORDINATOR) - (CONTRACTUAL-PANTAWID)	15	1	BS Degree relevant to the job preferably Allied Social Sciences	At least 1 year 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	4 hours of relevant training	preferably CSC Professional/2nd Level Eligibility	RPMO-PANTAWID
PROJECT DEVELOPMENT OFFICER II (MCCT YDS Focal/) - (CONTRACTUAL-PANTAWID MCCT)	15	1	BS Degree relevant to the job preferably BS Social Work, Community Development, Human Ecology, Psychology, Education & any related Social/Behavioral Science courses	At least 1 year 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	16 hours of relevant training preferably on Positive Youth Development, Adolescent Development, Family Strengthening and other related training on youth and family development.	preferably RA 1080 Registered Social Worker/ CSC Professional/2nd Level Eligibility	RPMO-PANTAWID
PROJECT DEVELOPMENT OFFICER II (MCCT Focal/Community Facilitator) - (CONTRACTUAL-PANTAWID MCCT)	15	1	BS Degree relevant to the job pref. BS Social Work, Community Development & Other Allied Social Sciences	At least 1 year 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	24 hours of relevant training pref. Community Organizing	preferably CSC Professional/2nd Level Eligibility	Pagadian-POO
PROJECT DEVELOPMENT OFFICER II (Municipal Link) - (CONTRACTUAL-PANTAWID)	15	12	BS Social Work Graduate	At least 1 year relevant experience preferably in Community Organizing and Case Management and at least 1 year Supervisory experience. 1- Computer Literate 2- Communication Skills 3- Excellent Reportorial Skills	At least 24 hours relevant training preferably in Community Organizing and Case Management	RA 1080 RA 1080 Registered Social Worker (RSW)	DSWD-FO IX
Project Development Officer II (Community Facilitator) - (CONTRACTUAL-PANTAWID MCCT)	15	5	BS Degree relevant to the job pref. BS Social Work, Community Development & Other Allied Social Sciences	At least 1 year 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	24 hours of relevant training pref. Community Organizing	preferably CSC Professional/2nd Level Eligibility	DSWD-FO IX

POSITION TITLE	SG	NO. OF VACANT POSITION	QUALIFICATION REQUIREMENTS		TRAINING	ELIGIBILITY	ASSIGNMENT
			EDUCATION	EXPERIENCE			
TRAINING SPECIALIST I (CONTRACTUAL-PANTAWID)	11	1	BS Degree relevant to the job preferably •Bachelor's Degree in Social Work or allied Social Science Graduate •AB Mass Communication	At least 1 year relevant experience 1. Computer Literate 2. Proficient in Oral & Written English 3. Communication 4. Knowledge & Skills in Community Organizing of IP Cultural Communities	4 hours of relevant training	preferably CSC Professional/2nd Level Eligibility	RPMO-CBS
ADMINISTRATIVE ASSISTANT III/ MUNICIPAL ROVING BOOKKEEPER (CONTRACTUAL-PANTAWID)	9	2	BS Business Administration, Commerce or any related course	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	At least 8 hours relevant training	preferably CSC Sub-Professional/1st Level Eligibility	DSWD-FO IX
SOCIAL WELFARE ASSISTANT (SWA) - (CONTRACTUAL-PANTAWID)	8	17	Bachelor's Degree in Social Work (BSSW)	1 year of relevant experience Additional: (Computer Literate, Communication Skills, Excellent Reportorial Skills)	4 hours of relevant training	preferably RA 1080 Registered Social Worker	DSWD-FO IX
SOCIAL WELFARE ASSISTANT (MCCT-CFA)- (CONTRACTUAL-PANTAWID)	8	3	Completion of 2 years in College Preferably: Community Development & Social Work or Other Allied Social Sciences	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.	At least 8 hours relevant training	preferably CSC Sub-Professional/1st Level Eligibility	DSWD-FO IX
ADMINISTRATIVE ASSISTANT II - (CONTRACTUAL-PANTAWID)	8	2	Atleast 2 years in College or graduate of Vocational Technical Courses	Atleast with 1 year experience in Administrative task (Additional: Computer Literate, Good Communication Skills, Good Reportorial Skills)	4 hours of relevant training	preferably CSC Sub-Professional/1st Level Eligibility	1 RPMO-PSAMS 1 LILOY-POO
COMPUTER MAINTENANCE TECHNICIAN II (COST OF SERVICE - ICTMS)	15	1	Bachelor's Degree in Information technology and/or other Computer related courses	At least One (1) year experience in providing administrative assistance and maintaining computer database	Eight (8) hours relevant training	none required	RPMO - ICTMS

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).

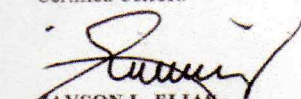
This Office highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI). DSWD complies with the Equal Employment Opportunity Policy (EEO) and that No person with disability shall be denied access to opportunities for suitable employment. A qualified employee with disability shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able-bodied person.

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

Schedule:

- Last Submission – February 10, 2023
- Paper Screening – February 13-17, 2023
- IQ Exam – February 20-23, 2023
- Hands-On exam – February 23-24, 2023
- Interview – Feb 27- March 3, 2023

Certified Correct:


JAYSON L. ELIAS
OIC-CHIEF, HRMDO

Approved By:

RIDUAN P. HADJIMUDDIN, CESO IV
Regional Director

For the Regional Director:


MARIA CORAZON G. SUMICAD
OIC-Assistant Regional Director for Administration