

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 : April 11, 2023

Attached for your information are our posting/notice of Two (2) 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	TRAINING	EXPERIENCE		
<b>SOCIAL WELFARE OFFICER V</b> OSEC-DSWDB-SOCWO5-154-2004	24	1	BS Social Work and/or Certificate in Leadership and Management from the CSC	Atleast Forty (40) hours of supervisory/management learning and development intervention undertaken within the last 5 years	Atleast Four (4) years of supervisory/management experience	RA 1080 (SW)	DSWD-FO IX
<b>ADMINISTRATIVE AIDE IV</b> OSEC-DSWDB-ADA4-768-2004	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).

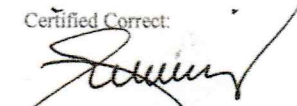
Note: Please indicate your Email Account, Contact Number accurately for notification of the schedule of exams, essay and interview (Incomplete number or email account will not be entertained).

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

**Schedule:**

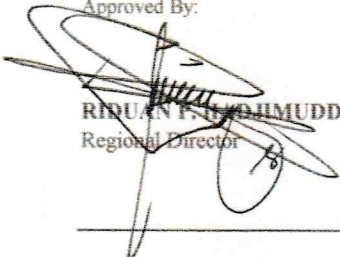
- Ø Last Submission – April 26, 2023
- Ø Paper Screening – April 27, 2023
- Ø IQ Exam – May 2, 2023
- Ø Hands-On exam – May 3, 2023
- Ø Interview – To be announce

Certified Correct:



**JAYSON L. ELIAS**  
OIC-CHIEF, HRMDD

Approved By:



**RIDWAN F. MUHAMMAD, CESO IV**  
Regional Director

