



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 : May 17, 2023

Attached for your information are our posting/notice of One (1) Vacant Permanent Position 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		
Planning Officer I CWCYB-PLO1-13-2021 (Council for the Welfare of Children - CWC - Permanent)	11	1	Bachelor's relevant to the job	None required	None required	Career Service Professional or Second 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 indicating the position applying for and the plantilla number
2. Duly accomplished Personal Data Sheet (CSC Form No. 212) with latest passport size photo and thumbmark
3. Work Experience Sheet (CSC Form No. 212 attachment)
4. Photocopy of CSC Eligibility, PRC ID & Board of Rating
5. Performance rating in the last rating period (if applicable)
6. Photocopy of Transcript of records and Diploma
7. Certificate of seminars/trainings attended (if applicable)
8. Certificate of Employment from the previous employers

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 (EEOP) 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:

Ø Last Submission – May 26, 2023

Certified Correct:


JAYSON L. ELIAS
OIC-CHIEF, HRMDD

Approved By:


RIDWAN H. M. MUDDIN, CESO IV
Regional Director