

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 23, 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		
SUPERVISING ADMINISTRATIVE OFFICER	22	1	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ 2nd Level Eligibility	DSWD-FO IX
SOCIAL WELFARE OFFICER II	15	1	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (SW)	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).

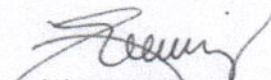
Note: Please indicate your Email Account, Contact Number accurately for notification of the schedule of exams, essay and interview (Incomplete number or email account will not be entertained).

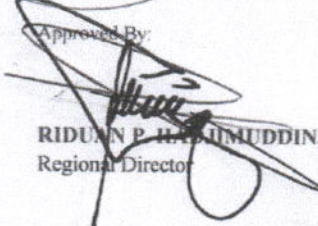
All qualified applicants will be notified for the schedule throught email, text messages or call.

Schedule:

- Ø Last Submission – June 5, 2023
- Ø Paper Screening – June 6, 2023
- Ø IQ Exam – June 7, 2023
- Ø Hands-On exam – June 8, 2023
- Ø Interview – To be announce

Certified Correct:


JAYSON L. ELIAS
 OIC-CHIEF, HRMDD

Approved By:

RIDUAN P. H. MUDDIN, CESO IV
 Regional Director

