

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 : June 5, 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		
ATTORNEY III	21	1	Bachelor of Laws/Juris Doctor	At least 4 hours of relevant training	At least 1 year of experience in the practice of Law	RA 1080 (Bar)	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).
8. All requirements Sent online must be a PDF FORMAT

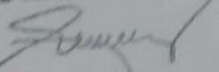
**Note:** Please indicate your Email Account, Contact Number accurately for notification of the schedule of exams, essay and interview (Incomplete number or email account will not be entertained).

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

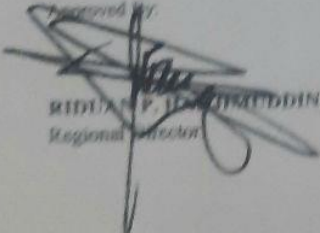
**Schedule:**

- ☐ Last Submission – June 13, 2023
- ☐ Paper Screening – June 14, 2023
- ☐ IQ Exam – June 15, 2023
- ☐ Hands-On exam – June 16, 2023
- ☐ Interview – To be announce

Verified Correct:

  
 JAYSON L. ELIAS  
 OIC-CHIEF, HRMDD

Approved by:

  
 RIDUAN F. D. MAMMADIN, CESO IV  
 Regional Director