

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 : July 17, 2023

Attached for your information are our posting/notice of One (1) Vacant Cost of Service 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 II - REGIONAL JUVENILE JUSTICE AND COMMITTEE (RJJWC)	11	1	Bachelor of Science in Social Work or Community Development	Two (2) years work experience in the juvenile justice and child welfare field	Eight (8) hours relevant training on any of the following: Juvenile Justice and Welfare, Child Rights and Protection, Project Development and Management, Monitoring and Coordination	none required	RJJWC Region 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).
7. Work Experience Sheet (CSC Form 212 Attachment)

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:

- Last Submission – July 25, 2023
- IQT – to be scheduled
- Essay Exam – to be scheduled
- Interview – to be scheduled

Certified Correct:


JAYSON L. ELIAS
 OIC-CHIEF, HRMDD

Approved By:


RIDUAN P. HADJIMUHAMMAD, CESO IV
 Regional Director