

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 : September 15, 2023

Attached for your information are our posting/notice of One (1) Vacant Permanent Position with the corresponding qualification requirements, which is open to all interested qualified applicants; to wit:

| POSITION TITLE | SG | NO. OF VACANT POSITION | QUALIFICATION REQUIREMENTS | | | ELIGIBILITY | ASSIGNMENT |
|------------------------------|----|------------------------|--|--|---|--|------------|
| | | | EDUCATION | TRAINING | EXPERIENCE | | |
| Chief Administrative Officer | 24 | 1 | Master's Degree or Certificate in Leadership and Management from the CSC | Forty (40) hours of supervisory/management learning and development intervention | Four (4) years in position/s involving management and supervision | CS Professional/ 2nd Level Eligibility | DSWD-FO IX |
| Social Welfare Officer V | 24 | 1 | Bachelor's Degree relevant to the job | Forty (40) hours of supervisory/management learning and development intervention | Four (4) years in position/s involving management and supervision | RA 1080 (RSW) | DSWD-FO IX |
| ADMINISTRATIVE OFFICER V | 18 | 1 | Bachelor's Degree relevant to the job | Eight (8) hours of relevant | 2 years of relevant experience | CS Professional/ 2nd Level Eligibility | DSWD-FO IX |
| ADMINISTRATIVE AIDE IV | 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 and attached **Work Experience Sheet**;
 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).

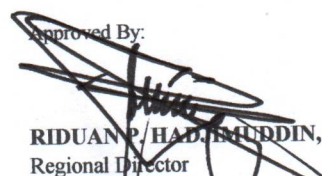
All qualified applicants will be notified for the schedule throught email, text messegas or call.

Schedule:

- Ø Last Submission – September 22, 2023
- Ø Paper Screening – September 25-29, 2023
- Ø IQ Exam – October 2-4, 2023
- Ø Hands-On exam – October 5-6, 2023
- Ø Interview – To be announce

Certified Correct:


JAYSON L. ELIAS
 OIC-CHIEF, HRMDD

Approved By:

RIDUAN P. HADIMUDDIN, CESO IV
 Regional Director