

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 : December 14, 2023

Attached for your information are our posting/notice of Seven (7) 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	TRAINING	EXPERIENCE		
1. PROJECT DEVELOPMENT OFFICER III	18	1	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ 2nd Level Eligibility	DSWD-FO IX
2. SENIOR MANPOWER DEVELOPMENT OFFICER	18	1	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ 2nd Level Eligibility	DSWD-FO IX
3. MANPOWER DEVELOPMENT OFFICER II	15	1	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ 2nd Level Eligibility	DSWD-FO IX
4. SOCIAL WELFARE OFFICER I	11	1	Bachelor's degree in Social Work	None required	None required	RA 1080 (SW)	DSWD-FO IX
5. ADMINISTRATIVE ASSISTANT II	8	1	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career service (sub-professional)/1st level eligibility.	DSWD-FO IX (Office of the Field Director)
6. ADMINISTRATIVE ASSISTANT II	8	1	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career service (sub-professional)/1st level eligibility.	DSWD-FO IX (HRMDD)
7. ADMINISTRATIVE ASSISTANT II	8	1	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career service (sub-professional)/1st level eligibility.	DSWD-FO IX (Standards Section)

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

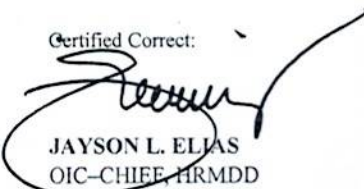
Note: Please indicate your Email Account, Contact Number accurately for notification of the schedule of exams, essay and interview (Incomplete number or email account will not be entertained).

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

Schedule:

- Ø Last Submission – December 27, 2023
- Ø Paper Screening – December 28, 2023 to January 4, 2024
- Ø IQ Exam – January 8, 2024
- Ø Hands-On exam – January 9, 2024
- Ø Interview – To be announce

Certified Correct:


JAYSON L. ELIAS
 OIC-CHIEF, HRMDD

Approved By:


RIDUAN P. HALA MUDDIN, CESO IV
 Regional Director