

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 : March 18, 2024

Attached for your information are our posting/notice of Six (6) 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		
1. SOCIAL WELFARE OFFICER V (Permanent)	24	2	Bachelor's degree in Social Work	Atleast Forty (40) hours of supervisory/management learning and development intervention undertaken within the last 5 years	Atleast Four (4) years of supervisory/management experience	RA 1080 (SW)	DSWD-FO IX
2. Chief Administrative Officer (Permanent)	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
3. SOCIAL WELFARE OFFICER II (Permanent)	15	2	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (SW)	DSWD-FO IX
4 ADMINISTRATIVE AIDE IV (Permanent)	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**

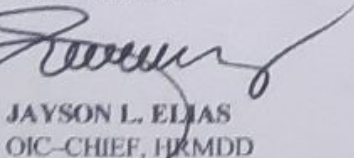
Note: Please indicate your Email Account, Contact Number accurately for notification of the schedule of exams, essay and interview (Incomplete number or email account will not be entertained).

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

Schedule:

- Ø Last Submission – April 2, 2024
- Ø Paper Screening – April 3-5, 2024
- Ø IQ Exam – April 10, 2024
- Ø Hands-On exam – April 11, 2024
- Ø Interview – To be announced

Certified Correct:



JAYSON L. ELÍAS
OIC-CHIEF, HRMDD

Approved By:



RIDUAN F. HADDADIN, CESO IV
Regional Director

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