

**Department of Social Welfare and Development  
Field Office VI**

POSITION	PROGRAM	SG/SALARY	STATUS	QUALIFICATIONS
<b>Project Development Officer III</b>	STANDARDS UNIT	SG18/ ₱31,351.00	MOA	<p><b>Minimum Requirements:</b></p> <p><b>Education:</b> Bachelor's Degree Relevant to the job</p> <p><b>Experience:</b> 2 years of relevant experience</p> <p><b>Training:</b> 8 hours of relevant training</p> <p><b>Job Specific Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's Degree Relevant to the job preferably with civil service eligibility</li> <li>2. With work experiences related to assessment, monitoring and in dealing with other organizations for at least two (2) years</li> <li>3. With background on dealing with high profile organizations both government and private</li> <li>4. Willing to work long hours, to go on fieldwork and to handle multitasks type of work</li> <li>5. With good oral and written communication skills</li> <li>6. Highly proficient in MS applications (Word, Excel and Power Point)</li> </ol>
<b>Project Development Officer II</b>	STANDARDS UNIT	SG15/ ₱24,887.00	MOA	<p><b>Minimu Requirements:</b></p> <p><b>Education:</b> Bachelor's Degree Relevant to the job</p> <p><b>Experience:</b> 1 year of relevant experience</p> <p><b>Training:</b> 4 hours of relevant training</p> <p><b>Job Specific Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's Degree Relevant to the job preferably with civil service eligibility</li> <li>2. With work experiences related to assessment, monitoring and in dealing with other organizations for at least two (2) years</li> <li>3. With background on dealing with high profile organizations both government and private</li> <li>4. Willing to work long hours, to go on fieldwork and to handle multitasks type of work</li> <li>5. With good oral and written communication skills</li> <li>6. Highly proficient in MS applications (Word, Excel and Power Point)</li> </ol>

POSITION	PROGRAM	SG/SALARY	STATUS	QUALIFICATIONS
Admin. Assistant II	STANDARDS UNIT	SG/ ₱14,931.00	MOA	<p><b>Minimum Requirements:</b></p> <p><b>Education:</b> Completion of two (2) years studies in college</p> <p><b>Experience:</b> 1 year of relevant experience</p> <p><b>Training:</b> 4 hours of relevant training</p> <p><b>Job Specific Requirements:</b></p> <ol style="list-style-type: none"> <li>1. With at least two (2) years studies in College preferably with 1st level civil service eligibility</li> <li>2. With one (1) year work experience relevant to the job</li> <li>3. With good oral and written communication skills</li> <li>4. Willing to work long hours</li> <li>5. Can work independently but also a team player</li> </ol>
<p><b>**** Interested applicants may submit their Comprehensive Personal Data Sheet or Resume and application letter addressed to:</b></p>				
<p style="text-align: center;"><b>DIR. MA. EVELYN B. MACAPOBRE, CESO III</b> Regional Director DSWD Field Office VI</p>				
<p>Deadline of submission of application will be on <b>April 17,2015 (Friday)</b>; Examination will be conducted on <b>April 21, 2015 (Tuesday)</b></p>				
<p style="text-align: center;"><b>REBECCA P. GEAMALA</b> PSB Chairperson</p>				

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