

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

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

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