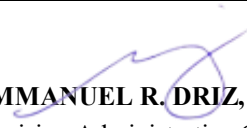


# NOTICE OF JOB VACANCY

Position: <b>SOCIAL WELFARE ASSISTANT</b>	Salary Grade: <b>8</b>
	Monthly Salary: <b>P 21,448.00</b>
DIVISION: <b>Allied Health Professional Service</b>	OFFICE: <b>Medical Social Work Section</b>
ITEM NO: <b>SOCWAS - 750098; 750099 (2014); 750198; 750199 (2015); 750474; 750475; 750476; 750477; 750479; 750481 (2016) (10 positions)</b>	
<b>Minimum Qualification Standards (per CSC QS Manual)</b>	
Education: <b>Completion of two (2) years studies in college</b>	
Experience: <b>1 year of relevant experience</b>	
Training: <b>4 hours of relevant training</b>	
Eligibility: <b>Career Service (Sub-Professional) / First Level Eligibility</b>	
<b>Additional Qualifications Preferred: (End-User's Preference)</b>	
Education: <b>Bachelor's degree in Social Work</b>	
Experience: <b>1 year of relevant experience</b>	
Training: <b>4 hours of relevant training</b>	
Eligibility: <b>Career Service (Sub-Professional) / First Level Eligibility</b>	
Interested and qualified applicants should register at <a href="http://hrmo.spmcdvo.net">hrmo.spmcdvo.net</a> and submit the following to the Human Resource Management Office, viz:	
<ol style="list-style-type: none"> <li>1) Application Letter addressed to <b>Dr. Ricardo B. Audan, FPAFP, FPSMSG, DPA, CHA</b> Medical Center Chief II, Southern Philippines Medical Center, J.P. Laurel Avenue, Davao City, <b>stamped received by that office;</b></li> <li>2) Printed copy of Personal Data Sheet (PDS) encoded at the <b>HRMO Web Portal</b>.</li> <li>3) Duly accomplished Work Experience Sheet (WES) - <a href="https://tinyurl.com/5wua6mf8">https://tinyurl.com/5wua6mf8</a></li> <li>4) Photocopy from authenticated copy of Diploma and Transcript of Records (<i>authenticated by the school registrar</i>)</li> <li>5) Photocopy of Career Service (Sub-Professional) First Level Eligibility</li> <li>6) Photocopy of Certificate of relevant trainings/seminars attended.</li> <li>7) Photocopy of Certificate of Previous Employment.</li> <li>8) Individual Performance Commitment Review (IPCR) accomplishment of <b>January - June 2025</b></li> <li>9) Duly accomplished Competency Proficiency Assessment Form (<b>Form available @ HRMO</b>)</li> </ol>	
<b>Note:</b>	
<ol style="list-style-type: none"> <li>1) Only applications with <b><u>complete supporting documents filed within the deadline shall be processed</u></b>.</li> <li>2) Those found to be qualified shall be scheduled to take the qualifying examinations. The passing grade that an applicant must obtain is Eighty Percent (80%).</li> <li>3) Applicants who passed the qualifying examinations shall undergo the Behavioral Events Interview (BEI).</li> <li>4) All qualified next-in-rank based on the System of Ranking of Positions (SRP) are encouraged to apply. Failure to do so shall be deemed waiver of their interest in the vacant positions.</li> <li>5) Persons with disability (PWD), indigenous people and those with diverse sexual orientation, gender identity and expression (SOGIE) are encouraged to apply.</li> <li>6) <b>Only shortlisted applicants will be notified.</b></li> </ol>	
Date Posted: <b>07/10/2025</b>	Deadline for Submission: <b>07/25/2025</b>
Prepared by:	Noted by:
 <b>EMMANUEL R. DRIZ, CPA, MPA</b> Supervising Administrative Officer, HRMO	<b>RICARDO B. AUDAN, MD, FPAFP, FPSMSG, DPA, CHA</b> Medical Center Chief II
Date Prepared: <b>07/10/2025</b>	Date Signed: <b>07/10/2025</b>