

Republic of the Philippines
Office of the President
Council for the Welfare of Children
No. 10 Apo Street, Sta. Mesa Heights, Quezon City
Telefax: 740-8864

PUBLICATION OF VACANT PLANTILLA POSITIONS

Pursuant to RA 7041

As of January 5, 2009

POLICY AND PLANNING DIVISION

Position Title : **Planning Officer II**
Salary Grade : 15
No. of Position/s : 1
Unique Item No. : PLO2-10-2007
Educational Requirements : Bachelor's degree in Social Sciences
Experience Requirements : 1 year of relevant experience
Training Requirements : 4 hours of relevant training
Civil Service Eligibility : Career Service (Professional) Second Level Eligibility
Preferred Qualification : Must possess excellent communication, analytical and technical writing skills; computer literate

OFFICE OF THE EXECUTIVE DIRECTOR

Position Title : **Information Systems Analyst I**
(Republication)
Salary Grade : 12
No. of Position/s : 1
Unique Item No. : INFOSA1-4-2007
Educational Requirements : Bachelor's degree in Computer Engineering, Computer Science, Information Technology or equivalent
Experience Requirements : 1 year of relevant experience
Training Requirements : 4 hours of relevant training
Civil Service Eligibility : Career Service (Professional) Second Level Eligibility
Preferred Qualification : Must possess excellent communication, analytical and technical writing skills; Has extensive knowledge in commercial and open source technologies, Linux an advantage; Ability to determine and troubleshoot computer problems with hardware and software solutions; Knowledge of current IT related technological development and trends; Familiar with Anti-virus solutions.

ADMINISTRATIVE AND FINANCE DIVISION

Position Title : **Administrative Aide III**
Salary Grade : 3
No. of Position/s : 1
Unique Item No. : ADA3-8-2004
Educational Requirements : Completion of two (2) years studies in college
Experience Requirements : None required
Training Requirements : None required
Civil Service Eligibility : Career Service (Sub-Professional) First Level Eligibility
Preferred Qualification : Computer literate; Typing skills

Interested parties may apply to the above-stated address and look for:

Mr. Igmidio Mike C. Conde or **Rowena E. Saracho**
Head, Admin. and Finance Div. Administrative Assistant II

(Sgd.) **MA. ELENA S. CARABALLO**
OIC-Executive Director V