

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VIII
Request for Publication of Vacant Positions

August 15, 2018

DIR. NATIVIDAD COSTIBOLO
Director III
CSC Leyte Field Office 8

Dear Dir. Costibolo:

This is in connection to the institutionalized system of the Department of Social Welfare and Development Field Office VIII for an Equal Employment Opportunity to all persons regardless of age, sex, religion, gender, or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI). The DSWD Field Office VIII is hereby requesting to effect this republication in the CSC Bulletin of Vacant Positions in the Government.

Very truly yours,
Marlene S. Macaluto
RESISTUTO B. MACALUTO
Regional Director

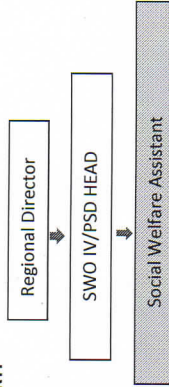
No.	Position	Plantilla Item No.	Salary/Job/ Pay Salary	Annual Salary	Education	Work Experience	Training	Eligibility	Competency	Place of Work
1	SOCIAL WELFARE ASSISTANT	OSEC-DSWDB-SOCWAS-358-2004	8 Php16,282.00	Php195,384.00	Completion of two (2) years studies in College or High School graduate with relevant vocational / trade course	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Sub-Professional / First Level Eligibility	Collaborating and Networking <i>Basic</i> - Working effectively with others to deliver outputs Commitment to Social Development and Protection <i>Basic</i> - Showing desire to help alleviate the plight of the poor. Communicating Effectively <i>Basic</i> - Uses courteous, non-adversarial language. Avoids culturally-biased or politically incorrect language Delivering Excellent Results <i>Basic</i> - Knowing deliverables and is determined to achieve them Personal Effectiveness <i>Basic</i> - Demonstrating a positive attitude and honest, engaging manner when dealing with others Problem Solving and Decision-Making <i>Basic</i> - Solves simple, routine work-related problems using established procedures or past experience, or with guidance from superior Stewardship of Resources <i>Basic</i> - Avoids wasteful work practices and identifies opportunities for optimizing resource use. Protects resources and Assets from abuse and/or misuse. Utilizing/Managing Information <i>Basic</i> - Stores data/information and files reports/documents to make them readily accessible; adopts measures to safeguard confidential documents	Protective Services Division - DS Office VIII

DUTIES AND RESPONSIBILITIES:

1. Receives documents and maintains Data Tracking System (DTS) of all incoming and outgoing documents of the Office of the Protective Services Division;
2. Routes communications/documents to concerned divisions/units/sections/programs;
3. Maintains files/records and ensures that it follows the File Classification Guide (FCG);
4. Drafts correspondences/memorandum as may be assigned by the PSD Head/supervisor;
5. Prepares Minutes of Meetings initiated by the PSD Head/supervisor;
6. Prepares PMP and ensures availability of supplies and equipment of the PSD;
7. Submits communications, Reports, Project Proposals, Purchase Requests, Disbursement vouchers, Purchase Order and other documents of PSD;
8. Follows-up communications, Reports, Project Proposals, Purchase Requests, Disbursement vouchers, Purchase Order and other documents at the Field Office;
9. Prepares Project/Activity Proposals and reports as may be assigned by the PSD Head/supervisor;
10. Assists in the preparation of training materials and other administrative tasks for the conduct of major trainings/activities spearheaded by the PSD; and
11. Performs other related tasks assigned by the Division Chief.

Reporting to the: Division Chief of Protective Service Division (PSD)

ORGANIZATIONAL CHART:



Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **August 28, 2018**.

1. Application Letter;
2. Fully accomplished Personal Data Sheet recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded to www.csc.gov.ph;
3. Authenticated copy of Transcript of Records and Diploma;
4. Authenticated copy of Civil Service Certificate of Eligibility;
5. Photocopy of Certificate of relevant trainings and seminars attended;
6. Photocopy of Certificate of Employment, if any, and
7. Copy of duly signed Individual Performance Contract Rating (IPCR) or its equivalent with Very Satisfactory rating during the last two (2) rating periods.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Dir. Restituto B. Macuto
Regional Director
Department of Social Welfare and Development
Field Office 8
Magsaysay Boulevard, Tacloban City
fo8@dswd.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.