

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT in the CSC website:

fo: Clarito T. Logronio
fo: CLARITO T. LOGRONIO
SAO / OIC DC, HRMDD

Date: December 3, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II	OSEC-DSWDB-ADAS2-114-2015	8	18251	Completion of two-year studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Sub-Professional / First Level Eligibility		DSWD Field Office VIII
2	Administrative Aide IV	OSEC-DSWDB-ADA4-759-2004	4	14400	Completion of two-year studies in college or High School graduate with relevant vocational or trade course	None required	None required	Career Service Sub-Professional / First Level Eligibility		DSWD Field Office VIII

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 December 20, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and attached Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

GRACE Q. SUBONG

OIC Regional Director

DSWD Field Office VIII, Magsaysay Blvd., Tacloban City

fo8@dswd.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.