

Republic of the Philippines  
DSWD Field Office VIII  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DSWD Field Office VIII in the CSC website:

*for Lucia G. Belantebay*  
**for: RESTITUTO B. MACUTO**

Regional Director  
September 10, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Officer I	OSEC-DSWDB-ADOF1-10-2015	11	20,179.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	DSWD Field Office VIII
2	Administrative Assistant III	JJWCB-ADAS3-18-2014	9	17,473.00	Completion of two years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	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 **September 19, 2018**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

**RESTITUTO B. MACUTO**

Regional Director

DSWD Field Office VIII, Magsaysay Blvd., Tacloban City

[fo8@dswd.gov.ph](mailto:fo8@dswd.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**