

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:


CLARITO T. LOGRONIO
DIRECTOR III / ARDA

Date: June 6, 2023

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	Social Welfare Assistant	OSEC-DSWDB-SOCWAS-352-2004	8	19744	Completion of two year studies in college	Four (4) hours relevant training	One (1) year relevant experience	Career Sub-Professional or First Level eligibility		DSWD Field Office VIII
2	Houseparent II	OSEC-DSWDB-HP2-352-2004	6	17553	High School graduate	None required	None required	None required (MC 14, series of 2018- Cat III)		DSWD Field Office VIII
3	Social Welfare Aide	OSEC-DSWDB-SOCWA-414-2004	4	15586	High School graduate	None required	None required	None required (MC 14, series of 2018- Cat III)		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 **June 16 2023**.

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.
5. The Agency values inclusivity of age, gender, civil status, disability, religion, ethnicity, social status, class and political affiliation. Thus, the vacant position is open to all qualified individuals and the selection of employees shall be made only

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

GRACE Q. SUBONG
Regional Director
DSWD Field Office VIII, Government Center, Candahug, Palo, Leyte
fo8@dswd.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.