



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

**RECORDS SECTION**  
**RECEIVED**  
TIME: 12:03 DATE: 12/01/2023  
BY: [Signature]

Electronic copy to be submitted to the CSC FO must be in MS Excel format

TO: CIVIL SERVICE COMMISSION (CSC), ID No.

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:

DEF 01 2023  
1:26 pm  
HIVING OFFICER  
MILSOB D. PONGOS  
ADMINISTRATIVE

CLARITO LOGRONIO  
DIRECTOR III / ARDA  
December 4, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer I (Cashier I)	OSEC-DSWDB-ADOF1-10-2015	10	PHP 23,176.00	Bachelor's degree	None required	None required	Career Service Professional or Second 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 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](http://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 according to the principle of merit and fitness.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.