

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:



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

Marlene L. Kahano
MARLENE L. KAHANO

SWO V/ OIC-Assistant Regional Director for Administration

Date: February 26, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Attorney III	OSEC-DSWDB-ATY3-12-2021	21	Php 60, 901. 00	Bachelor of Laws/ Juris Doctor	Four (4) hours of relevant Training	One (1) year of relevant Experience	RA 1080 (Bar Passer)		DSWD Field Office VIII
2	Legal Assistant II	OSEC-DSWDB-LEA2-32-2021	12	Php 26, 052. 00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other Allied Courses	Four (4) hours of training relevant to Legal Work, such as Legal Ethics, Legal Research and Writing, or Legal Procedure	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 **March 12, 2021**.

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;
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:

MARIE ANGELA S. GOPALAN
Regional Director
DSWD Field Office VIII, Magsaysay Blvd., Tacloban City
fo8@dswd.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.