

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the re-publication of the following vacant positions, which are authorized to be filled, at the DSWD Field Office VIII in the CSC website:

Marlene L. Kahano
MARLENE L. KAHANO
SWO V / OIC ARDA

Date: April 7, 2020

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 Officer III	OSEC-DSWDB-ADOF3-74-2004	14	Php 29,277.00	Bachelor's Degree relevant to the job	Four (4) hours relevant training	One (1) year relevant experience	Career Service Professional/ Second Level Eligibility		DSWD Field Office VIII
2	Administrative Officer IV	OSEC-DSWDB-ADOF4-129-2004	15	Php 32,053.00	Bachelor's Degree relevant to the job	Four (4) hours relevant training	One (1) year relevant experience	Career Service Professional/ 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 **April 20, 2020**.

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:

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.