

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

DSWD FIELD OFFICE VIII
RECEIVED
18 SEP 2022
ALNOR L. ARELLANO
R-13

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

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:

[Signature]
CLARITO T. LOGRONIO
DIRECTOR III / ARDA

Date: *[Signature]* September 15, 2022

| 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 Assistant I (Secretary I) | OSEC-DSWDB-ADAS1-166-2004 | 7 | 17899 | Completion of two year studies in college | None required | None required | CS Sub Professional or 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 30, 2022**.

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 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 *[Signature]*
Regional Director
DSWD Field Office VIII, Magaysay Blvd., Tacloban City
fo8@dswd.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.