

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:

DSWD FIELD OFFICE VIII  
RECORDS AND ARCHIVE SECTION

RECEIVED  
TIME: 8:49  
DTS NO: 10141000  
BY: *[Signature]*

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

*Marlene L. Kahano*  
MARLENE L. KAHANO  
SWO VI/OIC Assistant Regional Director for Administration

Date: October 02, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Social Welfare Officer V	OSEC-DSWDB-SOCW05-11-2006	24	85,074.00	Bachelors degree in Social Work	Forty (40) hours of supervisory/management learning and development intervention undertaken within the last 5 years	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		DSWD Field Office VIII	
2	Social Welfare Officer V	OSEC-DSWDB-SOCW05-153-2004	24	85,074.00	Bachelors degree in Social Work	Forty (40) hours of supervisory/management learning and development intervention undertaken within the last 5 years	Four (4) years of supervisory/management 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 **October 12, 2020**.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.