

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:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant I	OSEC-DSWDB- ADAS1-163-2004	7	15,254.00	Completion of two (2) years studies in College or High School graduate with relevant Vocational/trade course	None required	None required	Career Service (Subprofessional) First Level Eligibility		DSWD Field Office

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 **January 13, 2019**.

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:

**RESTITUTO B. MACUTO**

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.**

**RECEIVED**  
JAN 08 2018 10:30 A.M.  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE II

*Marlene L. Kahano*  
**MARLENE L. KAHANO**

SWO V/ OIC-Assistant Regional Director for Administration

Date: **January 03, 2019**