

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:


MARLENE L. KAHANO

SWO VI/OIC-Assistant Regional Director for Administration

Date: January 16, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Social Welfare Aide	OSEC-DSWDB-SOCWA-414-2004	4	12,674.00	Completion of two (2) years studies in College or High School graduate with relevant Vocational/trade course	None required	None required	Career Service (Sub-professional) First Level Eligibility		DSWD Field Office VIII
2	Administrative Officer IV	OSEC-DSWDB-ADOF4-128-2004	15	29,010.00	Bachelors Degree relevant to the job	Four (4) hours of relevant training	One (1) year of 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 **January 31, 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;
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:

YVONNE S. ABONALES
OIC- Regional Director
DSWD Field Office VIII, Magsaysay Blvd., Tacloban City
fo8@dswd.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.