

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:

Lucia G. Balantad
LUCIA G. BALANTAD

SWO IV/ OIC-DC, HRMDD

Date: July 22, 2019

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|-----------------------------|---------------------------|---------------------------------|-------------------|--|-------------------------------------|-------------------------------------|--|-------------------------------|------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Administrative Assistant II | OSEC-DSWDB-ADAS2-103-2015 | 8 | 16,758.00 | Completion of two (2) years studies in College or High School graduate with relevant Vocational/trade course | One (1) year of relevant experience | Four (4) hours of relevant training | Career Service (Subprofessional) 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 **August 6, 2019**.

1. Fully accomplished Personal Data Sheet (PDS) with attached **Work Experience Sheet** 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 and Diploma.
5. Photocopy of Certificate of Trainings attended.

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.