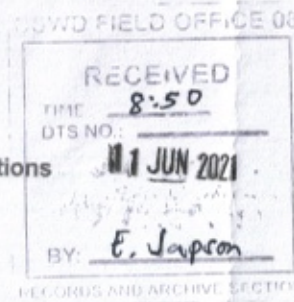


Republic of the Philippines
DSWD Field Office VIII
Request for Publication of Vacant Positions



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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of DSWD Field Office VIII in the CSC website:

GRACE Q. SUBONG
OIC Regional Director

Date: JUN 11 2021

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|------------------------|---------------------------|------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------|---------------|---------------|----------------------------------------------------------|-------------------------------|------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Administrative Aide IV | OSEC-DSWDB- ADA4-751-2004 | 4 | 14, 400. 00 | Completion of two (2) years studies in College or High School graduate with relevant vocational or trade course | None required | None required | 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 JUN 23 2021.

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:

GRACE Q. SUBONG
OIC Regional Director
DSWD Field Office VIII, Magsaysay Blvd., Tacloban City
fo8@dswd.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.