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must be in MS Excel format

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position/s, which are authorized to be filled, at the DSWD Field Office VIII in the CSC website:



GRACE Q. SUBONG  
OIC Regional Director

Date: May 26, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Social Welfare Officer IV	OSEC-DSWDB-SOCWO4-262-2004	22	68,415.00	Bachelor's Degree in Social Work	Sixteen (16) hours relevant trainings	Three (3) years of relevant experience	RA 1080 (Registered Social Worker)		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 **June 10, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and attached Work Experience Sheet (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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records and Diploma.
5. Photocopy of certificate/s of relevant trainings attended.

**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](mailto:fo8@dswd.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**