

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

To: CIVIL SERVICE COMMISSION (CSC)

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

Lucia G. Balantad
LUCIA G. BALANTAD

SWO IV / OIC DC, HRMDD

Date: June 28, 2019

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 Assistant	OSEC-DSWDB-SOCWAS-354-2004	8	16,758.00	Completion of two years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Sub-Professional/ First Level Eligibility		DSWD Field Office VIII
2	Social Welfare Officer II	OSEC-DSWDB-SOCWO2-552-2004	15	30,531.00	Bachelor's Degree in Social Work	One (1) year relevant experience	Four (4) hours relevant training	RA 1080 (Registered Social Worker)		DSWD Field Office VIII
3	Social Welfare Officer II	OSEC-DSWDB-SOCWO2-567-2004	15	30,531.00	Bachelor's Degree in Social Work	One (1) year relevant experience	Four (4) hours relevant training	RA 1080 (Registered Social Worker)		DSWD Field Office VIII
4	Administrative Officer IV	OSEC-DSWDB-ADOF4-129-2004	15	30,531.00	Bachelor's Degree relevant to the job	One (1) year relevant experience	Four (4) hours relevant training	Career Service Professional/ Second Level Eligibility		DSWD Field Office VIII
5	Administrative Officer III	OSEC-DSWDB-ADOF3-74-2004	14	27,755.00	Bachelor's Degree relevant to the job	One (1) year relevant experience	Four (4) hours relevant training	Career Service Professional/ Second Level Eligibility		DSWD Field Office VIII
6	Administrative Aide IV	OSEC-DSWDB-ADA4-749-2004	4	13,214.00	Completion of two 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
7	Social Welfare Assistant	OSEC-DSWDB-SOCWAS-357-2004	8	16,758.00	Completion of two years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Sub-Professional/ First Level Eligibility		DSWD Field Office VIII
8	Statistician Aide	OSEC-DSWDB-STATA-80-2004	4	13,214.00	Completion of two 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

9	Statistician Aide	OSEC-DSWDB-STAT-81-2004	4	13,214.00	Completion of two 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
---	-------------------	-------------------------	---	-----------	--	---------------	---------------	--	--	------------------------

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 **July 8, 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 last rating period (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 SERRANO-ABONALES
OIC Regional Director
DSWD Field Office VIII, Magsaysay Blvd., Tacloban City
fo8@dswd.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.