

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

To: CIVIL SERVICE COMMISSION (CSC)

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

Date: July 13, 2018

*Marilyn S. Kabana*  
Regional Director  
RESTITUTO B. MACUTO

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	Social Welfare Assistant	OSEC-DSWDB-SOCWAS-354-2004	8	16,282.00	Completion of two years studies in college	One (1) year of relevant experiences	Four (4) hours of relevant training	Career Service Sub-Professional/First Level Eligibility		DSWD Field Office VIII	
2	Administrative Officer V	OSEC-DSWDB-ADOF5-174-2004	18	38,085.00	Bachelor's Degree relevant to the job	Two (2) years of relevant experiences	Eight (8) hours of relevant training	Career Service Professional/Second Level Eligibility		DSWD Field Office VIII	
3	Social Welfare Officer II	OSEC-DSWDB-SOCW02-552-2004	15	29,010.00	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	Social Welfare Officer II	OSEC-DSWDB-SOCW02-567-2004	15	29,010.00	Bachelor's Degree in Social Work	One (1) year relevant experience	Four (4) hours relevant training	(Registered Social Worker)		DSWD Field Office VIII	
5	Administrative Officer IV	OSEC-DSWDB-ADOF4-129-2004	15	29,010.00	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 Officer III	OSEC-DSWDB-ADOF3-74-2004	14	26,494.00	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	
7	Administrative Officer II	OSEC-DSWDB-ADOF2-163-2004	11	20,179.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility		DSWD Field Office VIII	
8	Administrative Officer II	OSEC-DSWDB-ADOF2-161-2004	11	20,179.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility		DSWD Field Office VIII	

9	Planning Officer II	OSEC-DSWDB-PL02-128-2004	15	29,010.00	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
10	Administrative Assistant I	OSEC-DSWDB-ADAS1-164-2004	7	15,254.00	Completion of two years studies in college	None required	None required	Career Service Sub-Professional/ First Level Eligibility		DSWD Field Office VIII
11	Administrative Aide IV	OSEC-DSWDB-ADAA-749-2004	4	12,674.00	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
12	Statistician Aide	OSEC-DSWDB-STATA-82-2004	4	12,674.00	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
13	Social Welfare Assistant	OSEC-DSWDB-SOCWAS-357-2004	8	16,282.00	Completion of two years studies in college	One (1) year of relevant experiences	Four (4) hours of relevant training	Career Service Sub-Professional/ First Level Eligibility		DSWD Field Office VIII
14	Statistician Aide	OSEC-DSWDB-STATA-80-2004	4	12,674.00	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
15	Statistician Aide	OSEC-DSWDB-STATA-81-2004	4	12,674.00	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

16	Administrative Officer II	OSEC-DSWDB-ADOF2-59-2015	11	20,179.00	Bachelor's Degree relevant to the job	None required	None required	None required	Career Service Professional/Second Level Eligibility	DSWD Field Office VIII
17	Administrative Aide IV	OSEC-DSWDB-ADAA-751-2004	4	12,674.00	Completion of two years studies in college or High School graduate with relevant vocational / trade course	None required	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 23, 2018**.

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](http://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:

**RESTITUTO B. MACUTO**

Regional Director  
 DSWD Field Office VIII, Magsaysay Bldg., Taaloban City  
[fo8@dswd.gov.ph](mailto:fo8@dswd.gov.ph)

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