

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Request for Publication of Vacant Positions

DSWD FIELD OFFICE 08

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RECORDS AND ARCHIVE SECTION

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT in the CSC website:

ANNRITZEL C. CARAGOS

AO V/HRMO

Date: 28-Jul-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Social Welfare Aide	OSEC-DSWDB-SOCWA-414-2004	4	14,400	High School graduate	None required	None required	CSC MC No. 14, S. 2018 - Cat III		DSWD Field Office VIII
2	Administrative Aide IV	OSEC-DSWDB-ADA4-747-2004	4	14,400	Completion of two years studies in college or High School graduate with relevant vocational trade/course	None required	None required	Career Service (Subprofessional) or First Level eligibility		DSWD Field Office VIII
3	Administrative Assistant II	OSEC-DSWDB-ADAS2-111-2015	8	18,251	Completion of two years studies in college or High School graduate with relevant vocational trade/course	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Subprofessional) or 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 11, 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 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:

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.