

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

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.

Date:

  
**CLARITO T. LOGSONIO**  
DIRECTOR III / ARDA  
March 27, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Officer V (Administrative Officer II)	OSEC-DSWDB-ADOF5-27-2016	18	49725	Bachelor's degree relevant to the job	Eight (8) hours relevant training	Two (2) years relevant experience	Career Service Professional or Second Level Eligibility		DSWD Field Office VIII
2	Administrative Officer II (Financial Analyst I)	OSEC-OSWDB-ADOF2-163-2004	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or Second Level Eligibility		DSWD Field Office VIII
3	Administrative Assistant II (Cash Clerk III)	OSEC-DSWDB-ADAS2-107-2016	6	19744	Completion of two-year studies in college	Four (4) hours relevant training	One (1) year relevant experience	Career Service Sub-Professional 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 April 10, 2023.

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.
5. The Agency values inclusivity of age, gender, civil status, disability, religion, ethnicity, social status, class and political affiliation. Thus, the vacant position is open to all qualified individuals and the selection of employees shall be made only according to the principle of merit and fitness.

QUALIFIED APPLICANTS are advised to hand in or send through courier/mail their application to:

**GRACE Q. SUBONG**

Regional Director  
DSWD Field Office VIII, Government Center, Cansangon, Palo, Leyte  
[fo8@dswd.gov.ph](mailto:fo8@dswd.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.