

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

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Date: 2/23/2023 10:41  
MARVIN D. SISTER  
RAS

*[Signature]*  
CLARITO T. LOGRONIO  
DIRECTOR III / ARDA

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: February 23, 2023

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 III	OSEC-DSWDB-SOCWO3-325-2004	18	46725	Bachelor's degree in Social Work	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 (Registered Social Worker)		DSWD Field Office VIII
2	Social Welfare Officer III	OSEC-DSWDB-SOCWO3-327-2004	18	46725	Bachelor's degree in Social Work	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 (Registered Social Worker)		DSWD Field Office VIII
3	Social Welfare Officer III	OSEC-DSWDB-SOCWO3-328-2004	18	46725	Bachelor's degree in Social Work	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 (Registered Social Worker)		DSWD Field Office VIII
4	Social Welfare Officer III	OSEC-DSWDB-SOCWO3-331-2004	18	46725	Bachelor's degree in Social Work	Eight (8) hours relevant training	Two (2) years relevant experience	RA 1080 (Registered Social Worker)		DSWD Field Office VIII
5	Administrative Aide IV (Driver II)	OSEC-DSWDB-ADA4-756-2004	4	15586	Elementary School graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat III)		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 **March 10, 2023**.

- 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);
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.
- 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/email their application to:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.