

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:

MARVIN R. SISTER
10/11/2023 09:01

CLARITO T. LOGRONIO
DIRECTOR III / ARDA

Date:

October 11, 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	
1	Social Welfare Officer III	OSEC-DSWDB-SOCW03-330-2004	18	46725	Bachelor's Degree in Social Work	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (RSW)	DSWD Field Office VIII
2	Administrative Assistant I (Secretary I)	OSEC-DSWDB-ADAS1-40-2015	7	18620	Completion of two year studies in College	None required	None required	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 **October 26, 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;
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/ email their application to:

GRACE Q. SUBONG
Regional Director
DSWD Field Office VIII, Government Center, Candahug, Palo, Leyte
fo8@dswd.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.