

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:

BIRTHDAY JEAN R. QUINTO

HRMO

Date: 5/8/2019

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	Administrative Assistant II (HR Assistant)	OSEC-DSWDB-ADAS2-156-2015	8	16758	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience	CS Sub Prof		DSWD Caraga
2	Statistician I	OSEC-DSWDB-STAT1-61-2015	11	20754	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Prof	Statistical knowledge	DSWD Caraga

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 May 18, 2019.

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:

MITA CHUCHI GUPANA-LIM

OIC Regional Director

DSWD Field Office Caraga

hrppms.focrg@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.