

CAGAYAN-BATANES FIELD OFFICE

RF FIVE

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

Control No.: 14-00

Date/Time: AUG 22 2024

RCVE: ANIMPHA B. CANICULA

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

THE COMMISSION (CSC)

by 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:

LUCIA SUYU ALAN, RSW  
(Head of Agency)

Date: August 22, 2024

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Competency (if applicable)	Place of Assignment
			Education	Training	Experience	Eligibility		
Administrative Aide IV (Clerk II)	OSEC-DSWDB-ADA4-678-2004	4 15586	Completion of 2 years studies in college	none required	none required	CS Sub-Professional/ 1st Level Eligibility	N/A	DSWD Field Office 02
Administrative Assistant II (Cash Clerk II)	OSEC-DSWDB-ADAS2-46-2015	8 19744	Completion of 2 years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	CS Sub-Professional/ 1st Level Eligibility	N/A	DSWD Field Office 02

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 September 2, 2024.

- 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](http://www.csc.gov.ph);
- performance rating in the **last rating period** (if applicable);
- copy of certificate of eligibility/rating/license; and
- copy of Transcript of Records.

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

LUCIA SUYU ALAN, RSW  
Regional Director  
DSWD F02, Carig Sur, Tuguegarao City  
<https://bit.ly/49WpEB5>

WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.