

Republic of the Philippines  
DSWD MIMAROPA

Request for Publication of Vacant Positions

**RECEIVED**

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

By/Date: **JUN 29 2018**

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication/reposting of the following vacant positions of DSWD MIMAROPA in the CSC website:

Date: 28-Jun-18

WILMA D. NAVIAMOS  
Regional Director

No.	Position Title	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	OSEC-DSWDB-ADAS2-81-2015 (tentative vacancy on August 1, 2018)	8	P 16,282.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CSC Sub-professional	Commitment to credible public service	Malate, Manila
2	Administrative Assistant I	OSEC-DSWDB-ADAS1-36-2015	7	P 15,254.00	Bachelor's degree relevant to the job	none required	none required	CSC Sub-professional	Commitment to credible public service	Malate, Manila

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 July 16, 2018:

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

WILMA D. NAVIAMOS  
Regional Director

1680 F. T. Benitez cor. Malvar St. Malate,  
Manila  
[hrcdu4b.applicants@gmail.com](mailto:hrcdu4b.applicants@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.