

DSWD Field Office VIII
 Human Resource Planning and Performance Management Section

NOTICE OF SHORTLISTED APPLICANTS

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| DATE OF POSTING | November 25, 2024 to December 9, 2024 |
| POSITION TITLE | Administrative Aide IV |
| PARENTHETICAL TITLE | Clerk II |
| NAME OF OFFICE/ AREA OF ASSIGNMENT | Administrative Division – Records and Archives Management Section |
| EMPLOYMENT STATUS | Permanent |
| ITEM NUMBER | OSEC-DSWDB-ADA4-753-2004 |
| COMPENSATION/SALARY GRADE | Php 16,833.00 |
| DATE OF HRMPSB DELIBERATION | January 24, 2025 |
| MINIMUM QUALIFICATION REQUIREMENTS | |
| EDUCATION | Completion of two year studies in college (prior to 2018) or completion of Grade 12/Senior High School (starting 2018) |
| TRAINING | None required |
| EXPERIENCE | None required |
| ELIGIBILITY | Career Service Sub-Professional or First Level Eligibility |

The names hereunder are the name of applicants assessed to be qualified and competent for consideration to the vacancy based on, but not limited, to education, training, experience, civil service eligibility (if applicable), performance rating (if applicable), relevant work accomplishment, competencies, personal traits, potential, work habit and written examination:

| NO. | NAME | EDUCATIONAL BACKGROUND | ELIGIBILITY |
|-----|----------------------|---------------------------|--------------------------|
| 1. | April Rose G. Royo | BS Commerce | CS Professional |
| 2. | Ian Niño S. Panilag | BS Information Technology | CS Professional |
| 3. | Phoebe Kates G. Abia | BS Entrepreneurship | CS Professional (PD 907) |

Prepared by:


MARSUAN B. ESPERAS
 AA II/ HRMPSB Secretariat

Noted by:


MA. JESUSA O. GATDULA
 AO II/ OIC, HRPMS