

Republic of the Philippines
DPWH-NORTHERN SAMAR 2nd DISTRICT ENGINEERING OFFICE
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 DPWH-NORTHERN SAMAR 2nd DISTRICT ENGINEERING OFFICE in the CSC website:

EDMUND P. SOMORAY
CMT II/Acting HRMO

Date: January 18, 2024

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 I (Computer Operator I)	OSEC-DPWHB-ADAS1-540023-2012	7	18620	Completion of two (2) years studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-Professional) First Level Eligibility/Data Encoder MC 11 s.96 CAT 1	N/A	Brgy. Burabud, Laoang, Northern Samar
1	Administrative Aide VI (Accounting Clerk II)	OSEC-DPWHB-ADA6-540040-2012	6	17553	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		

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 January 28, 2024.

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;
4. Photocopy of Transcript of Records;
5. Certificate of Employment or Service Record;
6. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

EDMUND P. SOMORAY
CMT II/Acting HRMO
Brgy. Burabud, Laoang, Northern Samar
yam.tan74@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.