



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SOUTHERN LEYTE
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE NO. VIII
Maasin City, Southern Leyte

Request for Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DPWH - Southern Leyte District Engineering Office in the CSC website:

SUSANA T. BANTUG
Administrative Officer IV (HRMO)
Date: 9/27/21

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAS1-540032-2012	7	17,179.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional); Data Encoder (MC 11,s. 96-CAT.I) First Level Eligibility		Maintenance Section
	XXX									

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 _____.

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 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:

MANOLO A. ROJAS

District Engineer

DPWH-SLDEO, Maasin City, Southern Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.