



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS & HIGHWAYS**  
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
in the CSC website:

  
NENITA A. CERENA  
HRMO

Date: March 17, 2022

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 II (Disbursing Officer II)	OSEC- DPWHB- ADAS2- 540009-2012	8	18, 998	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional		Eastern Samar DEO (For republication)

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 March 28, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last two (2) rating periods (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Certificate of Employment or Service Record; and
5. Photocopy of Transcript of Records.

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

MA. MARGARITA C. JUNIA  
District Engineer  
Eastern Samar DEO, Borongan City  
[junia.ma\\_margarita@dpwh.gov](mailto:junia.ma_margarita@dpwh.gov)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.