



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
EASTERN SAMAR
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE VIII
Borongan, Eastern Samar

May 11, 2022

THE DIRECTOR

Civil Service Commission
Leyte Field Office

Thru : **MICHAEL M. DELA CRUZ**

Director II
Civil Service Commission
Borongan Field Office

Sir:

Furnished herewith is the Notice of Publication of Vacant Positions under Permanent status. It is requested that the herein vacant positions be published in the Bulletin of Vacancies of the Civil Service Commission for circulation in the locality.

This request for publication is in accordance with Republic Act 7041 (Publication Law).

Very truly yours,

MA. MARGARITA C. JUNIA, D.M.
District Engineer

RO8.17.5 AAQ/NAL/DMN/MMCJ

For the District Engineer

DOMCELIO M. NATIVIDAD
Assistant District Engineer

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
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 DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS in the CSC website:

ARLYN A. QUILOÑA
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Acting Administrative Officer IV (HRMO II)

Date: May 11, 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 Officer IV (HRMO II)	OSEC-DPWHB- ADOF4-540027- 2012	15	35097	Bachelor's Degree	Four (4) hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	None Required	Borongan City, Eastern Samar
2	Administrative Assistant II (HRMA)	OSEC-DPWHB- ADAS2-540008- 2012	8	18998	Completion of two (2) years studies in College	Four (4) hours of relevant training	1 year of relevant experience	Career Service (Subprofessiona l) First Level Eligibility	None Required	Borongan City, Eastern Samar

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 May 21, 2022.

1. Three (3) Original Copies of 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. Certified True Copies of Performance rating **in the last two rating periods** (if applicable);
3. Certified True Copy of certificate of eligibility/rating/license;
4. Certified True Copy of Transcript of Records and/or Diploma; and
5. Certified True Copies of Training Certificates.

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

THRU:

MA. MARGARITA C. JUNIA, D.M.

District Engineer

Brgy. Alang-alang, Borongan City, E. Samar

junia.ma_margarita@dpwh.gov.ph

ARLYN A. QUILOÑA

Administrative Officer III

Acting Administrative Officer IV (HRMO II)

Brgy. Alang-alang, Borongan City, E. Samar

dpwh_esdeo_hr@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.