

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 position, which are authorized to be filled, at the DPWH Leyte 5th District Engineering Office in the CSC website.

CHARLITO M. SACRO

Administrative Officer V

Date: January 25, 2021

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-ADAS1-540020-2012	SG-07	Php 17,179.00	Completion of two years studies in college or High School with relevant vocational/trade course	none required	none required	Career Service (Subprofessional) or Data Encoder (MC 11, s. 96-Cat. I) First Level Eligibility	n/a	DPWH-5th District Engineering Office
2	Administrative Officer III (Records Officer II)	OSEC-DPWHB-ADOF3-540047-2012	SG-14	Php 30,799.00	Bachelor's Degree	four (4) hours of relevant training	one (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	DPWH-5th District Engineering Office

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 **February 04, 2021**.

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:

CHARLITO M. SACRO

Administrative Officer V

Brgy. Hipusngo, Baybay City, Leyte

culas.eusebio@dpwh.gov.ph or toring.rylah@dpwh.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.