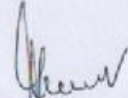




Department of Public Works and Highways  
REGIONAL OFFICE VIII  
Baras, Palo, Leyte  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)  
LEYTE FIELD OFFICE  
Government Center, Palo, Leyte

This is to request the publication of the following vacant positions of DPWH Regional Office VIII in the CSC website:

  
NERIE D. BUENO, CESO IV  
Regional Director/ Head of Agency

Date:

04 OCT 2018 *g haw k*

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Assistant III	OSEC-OPWHB-ADAS3-540036-2012	SG-09 (P 17,473.00)	209,676.00	Completion of two (2) years' studies in college or high school graduate with relevant vocational/trade course	Four (4) hours relevant training	One (1) year relevant experience	CS Sub-Professional Data Encoder (MC 11, s. 96 - Cat I) 1st Level Eligibility	Finance Division

Nothing follows

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 14 OCT 2018.

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](http://www.csc.gov.ph);
2. Individual Performance and Commitment Form for the last two (2) rating periods;
3. Authenticated copy of certificate of eligibility/rating/license;
4. Photocopy of Diploma and Transcript of Records;
5. Certificate of Employment/ Service Record; and
5. Seminar/ Training Certificates.

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

NERIE D. BUENO, CESO IV  
Regional Director, DPWH Regional Office VIII  
Baras, Palo, Leyte

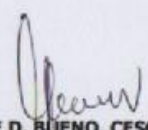
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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REGIONAL OFFICE VIII  
Baras, Palo, Leyte  
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Date: 04 OCT 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer II (HRMO I)	OSEC-DPWHB-ADOF2-540030-2012	SG-11 (P 20,179.00)	242,148.00	Bachelor's degree	None required	None required	CS Professional		Administrative Division
<i>Nothing follows</i>										

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