Republic of the Philippines
Department of Public Works and Highways
SAMAR I
DISTRICT ENGINEERING OFFICE
Regional Office No. VIII
Calbayog City

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request for the publication of the following vacant position, which are authorized to be filled, at the DPWH, in the CSC website.

MARSHA R. MANTE
HRMO-Designate

Date: January 30, 2019

No.	Position Title	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)	ADAS1-540025-2012	SG-7	15,254.00	Completion of (2) years studies in College or High School Graduate w/ relevant trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)	N/A	Accounting Section DPWH-SFDEO

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 11, 2019.

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. Individual Performance and Commitment Form for the last two (2) rating periods;
3. Authenticated copy of certificate of eligibility/rating/license; and
4. Certified true copy of Diploma and Transcript of Records;
5. Certificate of Employment/Service Record; and
6. Certified photocopies of Certificates of Trainings/Seminars.

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

MARSHA R. MANTE
HRMO-Designate
DPWH-Samar First District Engineering Office
Brgy. San Policarpo, Calbayog City, Samar
mante.marsha@dpwhnet.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.