



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SAMAR I
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE VIII
Calbayog City

October 15, 2018

EMMANUEL L. FUENTES

Director II
Civil Service Commission
Samar Field Office
Catbalogan City, Samar

Sir:

May we request for the publication of the Notice of Vacant position in the DPWH-Samar First District Engineering Office, Calbayog City, Samar.

Thank you and cordial regards.

ALVIN A. IGNACIO
District Engineer

Copy Furnished: **VICTORIA F. ESBER**, Regional Director, Civil Service Commission, Regional Office No. VIII, Palo, Leyte

Encl: CSC Form No. 9, series of 2017 (List of vacant position with the corresponding qualification standards and Plantilla item No.

RO8.20 MRM/AAI



Republic of the Philippines
DPWH - Samar First District Engineering Office
SAMAR I
DISTRICT ENGINEERING OFFICE
Regional Office VIII
Calbayog City

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: October 16, 2018

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)	
Administrative Assistant I (Computer Operator I)	ADAS1-540026-2012	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 October 26, 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;
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.

INTERESTED 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

marsha2920@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.