



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**SOUTHERN LEYTE**  
DISTRICT ENGINEERING OFFICE  
REGIONAL OFFICE NO. VIII  
Maasin City, Southern Leyte

**Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

CSC  
CIVIL SERVICE COMMISSION RO VIII  
Southern Leyte Field Office

RELEASED Date/Time: \_\_\_\_\_ By: \_\_\_\_\_  
 RECEIVED Date/Time: 01/16/2020 2:35 PM By:

This is to request the republication of the following vacant positions of DPWH - Southern Leyte District Engineering Office in the CSC website:

**SUSANA T. BANTUG**

Administrative Officer IV - HRMO

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Engineer II	OSEC-DPWHB-ENG2-667-1998	SG - 16	Bachelor's Degree in Engineering relevant to the job	None required	None required	RA 1080		DPWHSLEDO - Construction Section
2	Engineer II	OSEC-DPWHB-ENG2-540141-2012	SG - 16	Bachelor's Degree in Engineering relevant to the job	None required	None required	RA 1080		DPWHSLEDO - Maintenance Section
3	Engineering Assistant	OSEC-DPWHB-ENGAS-540044-2012	SG - 8	Completion of two (2) years studies in college	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Subprofessional) First Level Eligibility		DPWHSLEDO - Planning and Design Section
4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DPWHB-ADAS3-540041-2012	SG - 9	Completion of two (2) years studies in college	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Subprofessional) First Level Eligibility		DPWHSLEDO - Finance Section
5	Administrative Assistant II (Disbursing Officer II)	OSEC-DPWHB-ADAS2-540030-2012	SG - 8	Completion of two (2) years studies in college	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Subprofessional) First Level Eligibility		DPWHSLEDO - Administrative Section - Cash Unit
6	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAS1-540033-2012	SG - 7	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional), Data Encoder (MC 11 s. 96-Cat.1) First Level Eligibility		DPWHSLEDO - Administrative Section

\*\*\*REPUBLICATION\*\*\*

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

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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. 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:

**MA. MARGARITA C. JUNIA, D. M.**

District Engineer

DPWH-SLDEO, Maasin City, Southern Leyte

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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**