



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)

This is to request the publication 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	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Experience	Training	Eligibility	
1	Administrative Aide VI (Clerk III)	OSEC-DPWHB-ADA6-540047-2012	6	15,524.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Finance Section
	XXX								

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 _____

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;

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.