



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:

*[Signature]*  
**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	Competency (if applicable)	
1	<b>ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)</b>	OSEC-DPWHB-ADAS3-540041-2012	9	17,975.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	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](http://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  
[dpwhsldeo.as@gmail.com](mailto:dpwhsldeo.as@gmail.com)

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

RELEASED  
 RECEIVED

COMMISSION REGIONAL OFFICE  
Southern Leyte Field Office

By: *[Signature]*  
7/23/19 3:45pm