



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

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

**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:

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

District Engineer

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

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 OFFICER III (Cashier II)	OSEC-DPWHB-ADOF3-540063-2012	14	27,755.00	Bachelor's Degree	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Professional) Second Level Eligibility		DPWH - SLDEO - Administrative Section (Cash Unit)
	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);
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

[dpwhsldeo.as@gmail.com](mailto:dpwhsldeo.as@gmail.com)

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