



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SOUTHERN LEYTE
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE VIII
Maasin City, Southern Leyte

June 25, 2018

LYSANDER G. NAVALES

Director II
Southern Leyte Field Office
Civil Service Commission
Maasin City, Southern Leyte

Dear Director Navales:

In compliance with RA 7041, submitted is the List of Vacant Position of this Office for Publication in your Bulletin.

Very truly yours,


MA. MARGARITA C. JUNIA, D. M.
District Engineer

R08.14.5
MMCJ/STB/cjcm



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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:

MA. MARGARITA C. JUNIA, D. M.

District Engineer

Date: June 25, 2018

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 ASSISTANT I	OSEC-DPWHB-ADAS1-540029-2012	7	15,254.00	Completion of Two (2) Years 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		DPWH - Southern Leyte District Engineering Office
	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 **JULY 13, 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. 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.