

<b>Place of Assignment :</b>	DPWH Ifugao Second District Engineering Office, Aguinaldo, Ifugao
<b>Position Title :</b>	ADMINISTRATIVE AIDE VI (Accounting Clerk II)
<b>Plantilla Item No. :</b>	OSEC-DPWHB-ADA6-90076-2012
<b>Salary/Job/Pay Grade :</b>	6
<b>Monthly Salary :</b>	Php 17,553.00
<b>Eligibility :</b>	Career Service (Sub-professional) First Level Eligibility
<b>Education :</b>	Completion of two years studies in college
<b>Training :</b>	none required
<b>Work Experience :</b>	none required

**Competency :****Instructions/Remarks :**

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 June 2, 2023.

**Documents:**

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 last two (2) rating periods (if applicable);
3. Certified Photocopy of certificate of eligibility/rating/license;
4. Certified Photocopy of Transcript of Records;
5. Certified Photocopy of Training Certificates, and;
6. Certificate of Employment

NOTE: THIS OFFICE HIGHLY ENCOURAGES ALL INTERESTED AND QUALIFIED APPLICANTS INCLUDING PERSONS WITH DISABILITY (PWD), MEMBERS OF INDIGENOUS COMMUNITIES, AND THOSE FROM ANY SEXUAL ORIENTATION AND GENDER IDENTITIES (SOGI).

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

ROMMEL N. BALAJO

**District Engineer**

DPWH Ifugao Second District Engineering Office, Aguinaldo, Ifugao  
[dpwh\\_ifugao2nd@yahoo.com](mailto:dpwh_ifugao2nd@yahoo.com)

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

**Posting Date :** May 22, 2023

**Closing Date :** June 02, 2023