

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS in the CSC website:


JOEL S. DE VEYRA

HRMO

Date: 25-Jan-24

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Engineer III	OSEC-DPW/HB-ENG3-514-1998	19	51357	Bachelor's degree in Engineering relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (Mechanical Engineer)	N/A	DPWH Regional Office VIII - Equipment Management Division, Ormoc City AES
2	Engineer II	OSEC-DPW/HB-ENG2-540021-2023	16	39672	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080 (Civil Engineer)	N/A	DPWH Regional Office VIII - Construction Division
3	Engineer II	OSEC-DPW/HB-ENG2-540022-2023	16	39672	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080 (Civil Engineer)	N/A	DPWH Regional Office VIII - Construction Division
4	Engineer II	OSEC-DPW/HB-ENG2-1142-2019	16	39672	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080 (Civil Engineer)	N/A	DPWH Regional Office VIII - Planning and Design Division (BBB Program)

5	Engineer II	OSEC-DPW/HB-ENG2-1159-2019	16	39672	Bachelor's degree in Engineering relevant to the job	None Required	None Required	None Required	RA 1080 (Civil Engineer)	N/A	DPWH Regional Office VIII - Quality Assurance and Hydrology Division (BBB Program)
6	Administrative Assistant II (Disbursing Officer II)	OSEC-DPW/HB-ADAS2-540034-2012	8	19744	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	DPWH Regional Office VIII - Administrative Division
7	Human Resource Management Assistant	OSEC-DPW/HB-HRMA3-34-1998	8	19744	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	DPWH Regional Office VIII - Administrative Division
8	Administrative Assistant I (Computer Operator I)	OSEC-DPW/HB-ADAS1-540035-2012	7	18620	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	None Required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	N/A	DPWH Regional Office VIII - Quality Assurance and Hydrology Division
9	Administrative Aide VI (Clerk III)	OSEC-DPW/HB-ADA6-540069-2012	6	17553	Completion of two (2) years studies in college	None Required	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	DPWH Regional Office VIII - Equipment Management Division, Catabalogan AES
10	Administrative Aide IV (Mechanic I)	OSEC-DPW/HB-ADA4-540052-2012	4	15586	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	None Required	Mechanic (MC. 11, s. 96 - Cat. I)	N/A	DPWH Regional Office VIII - Equipment Management Division, Northern Samar AES

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 February 5, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.osc.gov.ph;
2. Performance rating in the last two rating periods (if applicable);
3. Photocopy of certificate of eligibility/rating/license;

4. Photocopy of Transcript of Records.
5. Certificate of Employment or Service Record;
6. Photocopy of training certificates; and
7. This Office highly encourages all interested and qualified applicants, and promotes equal employment opportunity to all men and women, at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

EDGAR B. TABACON, CESO IV

Regional Director

DPWH Regional Office VIII, Barras, Palo, Leyte

applications.dpwhro8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.