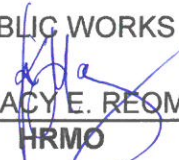


Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Request for Publication of Vacant Positions

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:


KIM MACY E. REOMA
HRMO

Date: 29-Apr-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	Engineering Assistant (Draftsman II)	OSEC-DPWHB-ENGAS-540045-2012	8	19,744.00	Completion of two years studies in college or High School Graduate with relevant vocational trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Draftsman or Illustrator (MC No. 11, s. 96-Cat. I)	N/A	Southern Leyte District Engineering Office
2	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAS1-540033-2012	7	18,620.00	Completion of two years studies 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. I) First Level Eligibility	N/A	Southern Leyte District Engineering Office

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 **May 9, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last two (2) rating periods** (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Certificate of Employment or Service Record; and
5. Photocopy of Transcript of Records.
6. 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:

KIM MACY E. REOMA

Administrative Officer IV - HRMO

DPWH -Southern Leyte DEO

[Ibarra, Maasin City, Southern Leyte](#)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.