

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:

  
MARSHA R. MANTE  
HRMO

Date: January 8, 2024

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 II	OSEC-DPWHB-ENG2- 540115-2012	16	39,672.00	Bachelor's Degree in Engineering relevant to the job	None	None	RA 1080 (Civil Engineer)	N/A	Planning and Design Section/DPWH- SFDEO
1	Administrative Assistant II (Disbursing Officer II)	OSEC-DPWHB-ADAS2- 540026-2012	8	19,744.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub- professional) First Level Eligibility	N/A	Cash Unit, Administrative Section/DPWH-SFDEO

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 January 19, 2024.

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 (2) rating periods** (if applicable);
3. Authenticataed copy of certificate of eligibility/rating/license
4. Certified true copy of Transcript of Records and/or Diploma
5. Service Record/Certificates of Employment, if any; and
6. This office encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without descrimination regardless of age, gender, civil status, person with disbaility (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:

**MARSHA R. MANTE**

Administrative Officer III/HRMO-Designate

Brgy. San Policarpo, Calbayog City, Samar

[sfdeoapplication@gmail.com](mailto:sfdeoapplication@gmail.com)

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