

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:

Date:

August 8, 2022

  
GLENDA T. QUINONES  
MEMO

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer IV (Human Resource Management Officer II)	OSEC-DPWHB-ADOF4- 540034-2012	15	35097	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) (2nd level eligibility)		DPWH Leyte Fourth DEO, Ormoc City, Leyte
2	Administrative Officer I (Supply Officer I)	OSEC-DPWHB-ADOF1- 540013-2022	10	22190	Bachelor's degree	None required	None required	Career Service (Professional) (2nd level eligibility)		DPWH Leyte Fourth DEO, Ormoc City, Leyte
3	Engineering Assistant (Draftsman II)	OSEC-DPWHB-ENGAS- 540014-2022	8	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) (1st level eligibility)		DPWH Leyte Fourth DEO, Ormoc City, Leyte
4	Laboratory Technician II	OSEC-DPWHB-LABT2- 540007-2019	8	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Laboratory Technician (MC 11, s. 96- Cat II) (1st level eligibility)		DPWH Leyte Fourth DEO, Ormoc City, Leyte
5	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAST1- 540019-2022	7	17899	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) 1st level eligibility		DPWH Leyte Fourth DEO, Ormoc City, Leyte
6	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAST1- 540020-2022	7	17899	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) 1st level eligibility		DPWH Leyte Fourth DEO, Ormoc City, Leyte
7	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAST1- 540021-2022	7	17899	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) 1st level eligibility		DPWH Leyte Fourth DEO, Ormoc City, Leyte
8	Administrative Aide VI (Mechanic II)	OSEC-DPWHB-ADAA6- 540018-2022	6	16877	High School Graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (MC 11, s. 96 - CAT I)		DPWH Leyte Fourth DEO, Ormoc City, Leyte
9	Construction and Maintenance Capataz	OSEC-DPWHB-CMCZ- 601-1998	5	15909	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-CAT III)		DPWH Leyte Fourth DEO, Ormoc City, Leyte

10	Construction and Maintenance Capataz	OSEC-DPWHB-CMCZ-540019-2022	5	15909	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-CAT III)	DPWH Leyte Fourth DEO, Ormoc City, Leyte
11	Heavy Equipment Operator	OSEC-DPWHB-HEO1-540020-2022	4	14993	High School Graduate or completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - CAT I)	DPWH Leyte Fourth DEO, Ormoc City, Leyte

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 August 22, 2022.

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. Individual Performance and Commitment Form for the last two (2) rating periods (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Diploma and Transcript of Records;
5. Certificate of Employment/Service Record; and
6. Seminar/Training Certificates.
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:

**ALLAN D. EWAY**

District Engineer

DPWH Leyte Fourth DEO, Punta, Ormoc City

[sadoralajocelyn@dpwh.gov.ph](mailto:sadoralajocelyn@dpwh.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.