

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

LEYTE 1ST DEO  
RMU, HRAS  
DATE: 10/12/22  
FILE No.: 2197  
DOC. CODE: 0942

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

DPWH  
Leyte District Engineering Office  
Pawing, Palo, Leyte  
RELEASED  
10/12/22  
By Date

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:

**MILAGROS C. PANO**  
Administrative Officer IV

Date: October 11, 2022

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	Administrative Assistant III (Sr. Bookkeeper)	OSEC-DPWHB-ADAS3-540034-2012	9	20,402.00	Completion of two (2) years studies in College	4 hours of relevant training	1 year of relevant experience	CSC - Sub Professional (First Level Eligibility)		DPWH Leyte First DEO

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 October 25, 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. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. 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:

  
**ADELFA A. BONIFACIO**  
OIC District Engineer  
DPWH Leyte First DEO, Pawing, Palo, Leyte  
[pano.milagros@dpwh.gov.ph](mailto:pano.milagros@dpwh.gov.ph)

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