


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:

  
ARLYN A. QUILOÑA

**Administrative Officer IV (HRMO II)**


Date: December 28, 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 Officer III (Records Officer II)	OSEC-DPWHB-ADOF3- 540030-2012	14	32321	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	None Required	Borongan City, Eastern Samar

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 7, 2023.

1. Four (4) Original Copies of 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. Certified True Copies of Performance rating **in the last two rating periods** (if applicable);
3. Two (2) Original copies of Certificate of Employment or Service Record;
4. Certified True Copy of certificate of eligibility/rating/license;
5. Certified True Copy of Transcript of Records and/or Diploma;
6. Certified True Copies 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:

  
ARLYN A. QUILOÑA

Administrative Officer IV (HRMO II)

Brgy. Alang-alang, Borongan City, E. Samar

[dpwh\\_esdeo\\_hr@yahoo.com](mailto:dpwh_esdeo_hr@yahoo.com)

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

