

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:

*Remedios D. Oliveros*  
**REMEDIOS D. OLIVEROS**

Administrative Officer V

Date: January 19, 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	
1	Administrative Officer II (HRMO I)	OSEC-DPWHB-ADOF2-14-2015	11	27000	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	DPWH, Leyte 3 DEO, Villaba, Leyte
	Administrative Assistant III (Senior Bookkeeper)	OSEC-DPWHB-ADAS3-540028-2012	9	21129	Completion of 2 years Studies in College	4 hours of Relevant Training	1 year Relevant Experience	Career Service (Subprofessional) First Level Eligibility	DPWH, Leyte 3 DEO, Villaba, 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 January 29, 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 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:

**REMEDIOS D. OLIVEROS**

Administrative Officer V

Crossing Suba, Villaba, Leyte

[dpwh.leyte3hrmo@gmail.com](mailto:dpwh.leyte3hrmo@gmail.com)

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