

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:

GLENDIA F. QUIÑONES
HRMO

Date:

May 18, 2022

| 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 | | |
| 1 | Administrative Assistant II (Clerk IV) | OSEC-DPWHB-ADAS2- 540017-2012 | 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 4th DEO, Ormoc City |
| 2 | Administrative Assistant I (Computer Operator I) | OSEC-DPWHB-ADAS1- 540017-2012 | 7 | 17899 | Completion of two years studies in College | None Required | None Required | Career Service (Subprofessional) (1st level eligibility) | DPWH Leyte 4th DEO, Ormoc City |

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 May 31, 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;
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.

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, Leyte
sadora_locelyn@dpwh.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.