

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

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

TO: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS in the CSC website:

Date: September 14, 2021


GLENDA F. BUINONES
HRMO

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 II (General Services Officer)	OSEC-DPWHB-ADOF2-9-2015	11	23877	Bachelor's Degree	None required	None required	Career Service (Professional) (2nd level eligibility)		Administrative Section
2	Administrative Assistant II (Clerk IV)	OSEC-DPWHB-ADAS2-540017-2012	8	18251	Completion of two years studies in College	4 hours of relevant of training	1 year of relevant experience	Career Service (Subprofessional) (1st level eligibility)		Administrative Section
3	Laboratory Technician II	OSEC-DPWHB-LABT2-540007-2019	8	18251	Completion of two years studies in College	4 hours of relevant of training	1 year of relevant experience	Career Service (Subprofessional) Laboratory Technician (MC 11, s. 96-Cat II) (1st level eligibility)		Quality Assurance Section
4	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAS1-540017-2012	7	17179	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) (1st level eligibility)		Finance Section

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 1, 2021.

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:

ARNALDO R. BONIFACIO
District Engineer
DPWH Leyte Fourth DEO, Punta, Ormoc City
sadorajocelyn@dpwh.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.