

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:

GLENDA N. QUINONES
HRMO

Date: February 14, 2024

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	Eligibility		
1	Engineering Assistant (Draftsman II)	OSEC-DPWHB-ENGAS- 540014-2022	8	19744	Completion of two years studies in College or High School Graduates with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96- Cat. I) First Level Eligibility		DPWH Leyte Fourth DEO, Ormoc City, Leyte
2	Laboratory Technician II	OSEC-DPWHB-LABT2- 540007-2019	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Laboratory Technician (MC 11, s. 96- Cat. II) First Level Eligibility		DPWH Leyte Fourth DEO, Ormoc City, Leyte
3	Laboratory Technician II	OSEC-DPWHB-LABT2- 36-1998	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Laboratory Technician (MC 11, s. 96- Cat. II) First Level Eligibility		DPWH Leyte Fourth DEO, Ormoc City, Leyte
4	Administrative Aide VI (Mechanic II)	OSEC-DPWHB-ADA6- 540018-2022	6	17553	High School Graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (MC 11, s. 96-CAT I)		DPWH Leyte Fourth DEO, Ormoc City, 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 February 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;
2. Individual Performance and Commitment Form for the last two (2) rating periods (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Diploma and Transcript of Records;
5. Certificate of Employment/Service Record; and
6. Seminar/Training Certificates.
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:

ROSITA A. TINAWIN
OIC-District Engineer
DPWH Leyte Fourth DEO, Punta, Ormoc City
sadora.jocelyn@dpwh.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.