



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS & 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 & HIGHWAYS in the CSC website:

Marena
NENITA A. CERENA
HRMO *SN*

Date: June 22, 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	Supervising Administrative Officer	OSEC-DPWHB-SADOF-540066-2012	22	69,963	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		DPWH Regional Office VIII, Baras, Palo, 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 July 2, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last two (2) rating periods (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Certificate of Employment or Service Record; and
5. Photocopy of Transcript of Records.
6. 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:

ALLAN S. BORROMEO, CESO III
Regional Director
DPWH Regional Office VIII, Baras, Palo, Leyte
borromeo.allan@dpwh.gov

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.