



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS & 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 filled, at the DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
in the CSC website:

*M. Cerena*  
NENITA A. CERENA  
HRMO

Date: May 6, 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	Engineer II	OSEC-DPWHB-ENG2-691-1998	16	38,150	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Geodetic Engineer)		Samar 2nd DEO, Catbalogan City (Republication)
2	Engineer II	OSEC-DPWHB-ENG2-970-2015	16	38,150	Bachelor's Degree relevant to the job	None required	None required	RA 1080		Samar 2nd DEO, Catbalogan City (Republication)
3	Administrative Officer III (Supply Officer II)	OSEC-DPWHB-ADOF3-540035-2012	14	32,321	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Samar 2nd DEO, Catbalogan City (Republication)
4	Administrative Officer II (HRMO I)	OSEC-DPWHB-ADOF2-8-2015	11	25,439	Bachelor's degree	None required	None required	Career Service (Professional) 2nd Level Eligibility		Samar 2nd DEO, Catbalogan City (Republication)
5	Administrative Assistant II (Disbursing Officer II)	OSEC-DPWHB-ADAS2-540013-2012	8	18,998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) 1st Level Eligibility		Samar 2nd DEO, Catbalogan City (Republication)

6	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAS1-540014-2012	7	17,899	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat I) 1st Level Eligibility	Samar 2nd DEO, Catbalogan City (Republication)
7	Administrative Aide VI (Clerk III)	OSEC-DPWHB-ADA6-540031-2012	6	16,877	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) 1st Level Eligibility	Samar 2nd DEO, Catbalogan City (Republication)
8	Construction and Maintenance Capataz	OSEC-DPWHB-CMCZ-623-1998	5	15,909	Elementary School Graduate	None required	None required	None required (CSC MC 11, s. 1996 Cat-III)	Samar 2nd DEO, Catbalogan City (Republication)

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 16, 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](http://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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**ARNALDO R. BONIFACIO**

District Engineer

Samar II District Engineering Office, Catbalogan City

[bonifacio.arnaldor@dpwh.ph](mailto:bonifacio.arnaldor@dpwh.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.