

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:


MARSHA R. MANTE
HRMO

Date: January 15, 2024

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 I (Supply Officer I)	OSEC-DPWHB-ADOF1- 540011-2023	10	23,176.00	Bachelor's Degree	None	None	Career Service Professional/Second Level Eligibility	N/A	Supply Unit, Administrative Section/DPWH- SFDEO
1	Administrative Officer V (Administrative Officer III)	OSEC-DPWHB-ADOF5- 540037-2012	18	46,725.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Professional/Second Level Eligibility	N/A	Administrative Section/DPWH-SFDEO

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 January 26, 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. Performance rating **in the last (2) rating periods** (if applicable);
3. Authenticataed copy of certificate of eligibility/rating/license
4. Certified true copy of Transcript of Records and/or Diploma
5. Service Record/Certificates of Employment, if any; and
6. This office 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 disbaility (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:

MARSHA R. MANTE

Administrative Officer III/HRMO-Designate

Brgy. San Policarpo, Calbayog City, Samar

sfdeoapplication@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.