



Republic of the Philippines
Department of Public Works and Highways
REGIONAL OFFICE VIII
Baras, Palo, Leyte

Request for Publication of Vacant Positions

**To: CIVIL SERVICE COMMISSION (CSC)
LEYTE FIELD OFFICE
Government Center, Palo, Leyte**

This is to request the publication of the following vacant positions of DPWH Regional Office VIII in the CSC website:


NENITA A. CERENA
Highest Ranking HRMO

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer II (HRMO I)	OSEC-DPWHB-ADOF2-540029-2012	SG-11	Bachelor's degree	None Required	None Required	Career Service (Professional) 2nd Level Eligibility		Administrative Division
2	Automotive Equipment Inspector II	OSEC-DPWHB-AEI2-68-1998	SG-11	High School Graduate or Completion of relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Mechanic (Automotive Servicing) CSC MC No. 10, series of 2013		Eastern Samar AES, Equipment Management Division
3	Automotive Equipment Inspector II	OSEC-DPWHB-AEI2-69-1998	SG-11	High School Graduate or Completion of relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Mechanic (Automotive Servicing) CSC MC No. 10, series of 2013		Southern Leyte AES, Equipment Management Division
4	Administrative Aide VI (Clerk III)	OSEC-DPWHB-ADA6-540073-2012	SG-06	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Northern Samar AES, Equipment Management Division
5	Administrative Aide IV (Mechanic I)	OSEC-DPWHB-ADA4-540048-2012	SG-04	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Mechanic (CSC MC No. 10, series of 2013)		Eastern Samar AES, Equipment Management Division
6	Accountant II	OSEC-DPWHB-A2-540013-2012	SG-16	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		Leyte 3rd DEO (Republication only)

Nothing follows

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 15, 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. Individual Performance and Commitment Form for the last two (2) rating periods;
3. Authenticated copy of certificate of eligibility/rating/license;
4. Photocopy of Diploma and Transcript of Records;
5. Certificate of Employment/ Service Record; and
5. Seminar/ Training Certificates.

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

NERIE D. BUENO, CESO III
Regional Director, DPWH Regional Office VIII
Baras, Palo, Leyte