



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
NENITA A. CERENA
Highest Ranking HRMO

Date:

OCT 19 2020 *GC*

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 III (Records Officer II)	OSEC-DPWHB-ADOF3-540034-2012	SG-14	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional (2nd Level Eligibility)		Samar 2nd DEO (Republication only)
<i>Nothing follows</i>									

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 _____.

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