



**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:


VIRGINIA L. TALDE

Chief Administrative Officer
Administrative Division

Date: *12/02/19*

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 (Cashier II)	OSEC-DPWHB-ADOF3-540058-2012	SG-14 (P27,755.00)	Bachelor's degree	One (1) year of relevant experience	Four (4) hours of relevant experience	Career Service Professional (2nd Level Eligibility)		Leyte 1st DEO (Republication only)
2	Engineer II	OSEC-DPWHB-ENG2-1247-2019	SG-16 (P 33,754.00)	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		Construction Section, Samar 1st DEO (Republication only)
3	Engineer II (Electrical Engineer)	OSEC-DPWHB-ENG2-723-1998	SG-16 (P 33,754.00)	Bachelor's degree in Engineering relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Tacloban City DEO (Republication only)
4	Engineering Assistant	OSEC-DPWHB-ENGAS-540030-2012	SG-08 (P 16,758.00)	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service SubProfessional (1st Level Eligibility)		Tacloban City DEO (Republication only)
5	Legal Assistant III	OSEC-DPWHB-LEA3-540007-2018	SG-14 (P27,755.00)	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	One (1) year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Eight (8) hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure	Career Service Professional (2nd Level Eligibility)		Legal Division, DPWH RO8

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 **December 10, 2019**.

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 rating period;
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 IV

Regional Director, DPWH Regional Office VIII

Baras, Palo, Leyte

*sent thru Outlook
12/02/19 8:30AM*

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.