

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:


ARLYN A. QUILOÑA
Administrative Officer IV (HRMO II)

Date: February 14, 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	Engineer II	OSEC-DPWHB-ENG2-628-1998	16	39672	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	None Required	DPWH Eastern Samar District Engineering Office
2	Engineering Assistant (Draftsman II)	OSEC-DPWHB-ENGAS-540023-2012	8	19744	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96-Cat. I) First Level Eligibility	None Required	DPWH Eastern Samar District Engineering Office
3	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAS1-540007-2012	7	18620	Completion of two (2) 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) First Level Eligibility	None Required	DPWH Eastern Samar District Engineering Office

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 February 24, 2024.

- Four (4) Original Copies of 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;
- Certified True Copies of Performance rating **in the last two rating periods** (if applicable);
- Two (2) Original copies of Certificate of Employment or Service Record;
- Certified True Copy of certificate of eligibility/rating/license;
- Certified True Copy of Transcript of Records and/or Diploma;
- Certified True Copies of Training Certificates; and
- This Office highly 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 disability (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:

ARLYN A. QUILOÑA
Administrative Officer IV (HRMO II)
Brgy. Alang-alang, Borongan City, E. Samar
dpwh_esdeo_hr@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.