

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:


OLGA MARIA A. ADOR

Administrative Officer IV (HRMO II)

Date: August 9, 2021

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	Construction & Maintenance Foreman	OSEC-DPWHB-CMF-217-1998	8	18251	High School Graduate	4 hours relevant training	1 year of relevant experience	None Required	PASSER - DPWH Computer Proficiency Exam (CPE)	Borongan City, Eastern Samar
2	Administrative Aide VI	OSEC-DPWHB-ADA6-540027-2012	6	16200	Completion of Two (2) years studies in College	None Required	None Required	Career Service Sub-Professional	PASSER - DPWH Computer Proficiency Exam (CPE)	Borongan City, Eastern Samar

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 October 11, 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. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license (required for Administrative Aide VI ONLY); and
4. Photocopy of Transcript of Records/School Records.
5. Photocopy of Certificate of Trainings.

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

OLGA MARIA A. ADOR
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.