

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:

**GLENDAL QUIÑONES**  
HRMO

Date: August 8, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAS1- 540018-2012	7	18620	Completion of 2 yrs. 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	DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication only)
2	Administrative Aide VI (Accounting Clerk II)	OSEC-DPWHB-ADA6- 540035-2012	6	17553	Completion of 2 yrs. studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication only)

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 August 18, 2023.

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](http://www.csc.gov.ph);
2. Individual Performance and Commitment Form for the last two (2) rating periods (if applicable);
3. Photocopy of certificate of eligibility/rating/licensure;
4. Photocopy of Diploma and Transcript of Records;
5. Certificate of Employment/Service Record; and
6. Seminar/Training Certificates.
7. 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:

**ROSITA A. TINAWIN**  
OIC-District Engineer  
DPWH Leyte Fourth DEO, Punta, Ormoc City  
[sadorajocelyn@dpwh.gov.ph](mailto:sadorajocelyn@dpwh.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**