

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:

  
**MILAGROS C. PAÑO**  
HRMO

Date: August 17, 2022

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	Administrative Officer IV (Budget Officer II)	OSEC-DPWHB-ADOF4-540045-2012	15	35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CSC - Professional (Second Level Eligibility)		DPWH Leyte First DEO
2	Administrative Aide VI (Accounting Clerk II)	OSEC-DPWHB-ADA6-540044-2012	6	16,877.00	Completion of Two years studies in College	None Required	None Required	CSC - Sub Professional (First Level Eligibility)		DPWH Leyte First DEO

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 September 20, 2022.

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. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. 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:

  
**ADELFA A. BONIFACIO**

OIC District Engineer

DPWH Leyte First DEO, Pawing, Palo, Leyte

[pano.milagros@dpwh.gov.ph](mailto:pano.milagros@dpwh.gov.ph)

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