




Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
LEYTE FOURTH
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE VIII
Ormoc City
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 DPWH Leyte Fourth DEO, in the CSC website:


LUCIA B. ENFECTANA
Administrative Officer IV

Date: July 22, 2019

No.	Position Title (Parentetical 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- ADOF4-540035- 2012	15	P 30,531.00	Bachelor's degree	4 hrs. of relevant training	1 year of relevant experience	Career Service (Professional) (2nd level eligibility)		Finance Section
2	Administrative Officer III (Records Officer II)	OSEC-DPWHB- ADOF3-540043- 2012	14	P 27,755.00	Bachelor's degree	4 hrs. of relevant training	1 year of relevant experience	Career Service (Professional) (2nd level eligibility)		Administrative Section

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

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

LUCIA B. ENFECTANA
Administrative Officer IV
DPWH Leyte Fourth DEO
Punta, Ormoc City
dpwh_4thled@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.