

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:

Date:

September 19, 2023

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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 (Human Resource Management Officer II)	OSEC-DPWHB-ADOF4- 540034-2012	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) (2nd level eligibility)		DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication Only)
2	Administrative Officer I (Supply Officer I)	OSEC-DPWHB-ADOF1- 540013-2022	10	23176	Bachelor's degree	None required	None required	Career Service (Professional) (2nd level eligibility)		DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication Only)
3	Laboratory Technician II	OSEC-DPWHB-LABT2- 540007-2019	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Laboratory Technician (MC 11, s. 96- Cat II) (1st level eligibility)		DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication Only)
4	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAS1- 540019-2022	7	18620	Completion of two 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) 1st level eligibility		DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication Only)
5	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAS1- 540020-2022	7	18620	Completion of two 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) 1st level eligibility		DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication Only)
6	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAS1- 540021-2022	7	18620	Completion of two 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) 1st level eligibility		DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication Only)
7	Administrative Aide VI (Mechanic II)	OSEC-DPWHB-ADA6- 540018-2022	6	17553	High School Graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (MC 11, s. 96 - CAT I)		DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication Only)
8	Construction and Maintenance Capataz	OSEC-DPWHB-CMCZ- 601-1998	5	16543	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-CAT III)		DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication Only)
9	Construction and Maintenance Capataz	OSEC-DPWHB-CMCZ- 540019-2022	5	16543	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-CAT III)		DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication Only)

10	Heavy Equipment Operator	OSEC-DPWHB-HEO1-540020-2022	4	15586	High School Graduate or completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - CAT I)	DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication Only)
11	Administrative Assistant II (Disbursing Officer II)	OSEC-DPWHB-ADAS2-540016-2012	8	19744	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) 1st level eligibility	DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication Only)
12	Construction and Maintenance Capataz	OSEC-DPWHB-CMCZ-594-1998	5	16543	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-CAT III)	DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication Only)
13	Engineer II	OSEC-DPWHB-ENG2-1209-2019	16	39672	Bachelor's Degree in Engg. relevant to the job	None required	None required	RA 1080 (Civil Engineer)	DPWH Leyte Fourth DEO, Ormoc City, Leyte (Republication Only)
14	Engineer II	OSEC-DPWHB-ENG2-1211-2019	16	39672	Bachelor's Degree in Engg. relevant to the job	None required	None required	RA 1080 (Civil Engineer)	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 September 30, 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;
 2. Individual Performance and Commitment Form for the last two (2) rating periods (if applicable);
 3. Photocopy of certificate of eligibility/rating/license;
 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.