

Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

T.O: 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:

MARYCRIS B. POLINAR  
*(Signature)*  
OIC-HRMO  
Date: January 2, 2024

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Officer V (HRMO III)	OSEC-DPWHB-ADOF5-540034-2012	18	46725	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	DPWH Leyte 5th DEO, Baybay City, Leyte	
2	Engineer II	OSEC-DPWHB-ENG2-540080-2012	16	39672	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 10980	n/a	DPWH Leyte 5th DEO, Baybay City, Leyte	
3	Administrative Officer IV (HRMO II)	OSEC-DPWHB-ADOF4-540036-2012	15	36619	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	DPWH Leyte 5th DEO, Baybay City, Leyte	
4	Engineering Assistant	OSEC-DPWHB-ENGAS-540034-2012	8	19744	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	n/a	DPWH Leyte 5th DEO, Baybay City, Leyte	

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 **January 12, 2024**.

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 two (2) rating periods (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcripts of Records;
5. Certificate of Employment or Service Record;
6. Photocopy of training certificates; and
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 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

**EUSEBIO T. CULAS**

District Engineer

DPWH-Leyte 5th District Engineering Office

[dpwhleytes5thdeohr@gmail.com](mailto:dpwhleytes5thdeohr@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.