



Republic of the Philippines  
**Department of Public Works and Highways**  
**REGIONAL OFFICE VIII**  
Baras, Palo, Leyte  
**Request for Publication of Vacant Positions**

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

**To: CIVIL SERVICE COMMISSION (CSC)**  
**LEYTE FIELD OFFICE**  
**Government Center, Palo, Leyte**

This is to request the publication of the following vacant positions of DPWH Regional Office VIII in the CSC website:

EDGAR B. TABACON, CESO IV  
Director/ Head of Agency  
*sent thru email*

Date: 04/30/2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV (Administrative Officer II)	OSEC-DPWHB-ADOF4-540050-2012	SG-15	348,120.00	Bachelor's degree	Four (4) hours relevant training	One (1) year relevant experience	CS Professional (2nd Level Eligibility)		Finance Division

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 May 14, 2018.

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;
3. Authenticated copy of certificate of eligibility/rating/license;
4. Photocopy of Diploma and Transcript of Records;
5. Certificate of Employment/ Service Record; and
5. Seminar/ Training Certificates.

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

EDGAR B. TABACON, CESO IV  
Director, DPWH Regional Office VIII  
Baras, Palo, Leyte

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

Handwritten initials and date: *JH*  
*6/5/18*