


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

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:


NENITA A. CERENA
Highest Ranking HRMO

Date: 07/06/2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Human Resource Management Assistant	OSEC-DPWHB-HRMAS-34- 1998	SG-08	18,251.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		DPWH Regional Office VIII (Administrative Division)
Nothing follows										

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 July 19, 2021.

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;
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:

NERIE D. BUENO, CESO IV
Regional Director, DPWH Regional Office VIII
Baras, Palo, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.