



Republic of the Philippines  
**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:

**EDGAR B. TABACON, CESO IV**  
 Regional Director/ Head of Agency

Date: \_\_\_\_\_

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	Engineer II	OSEC-DPWHB-ENG2-590-1998	SG-16	381,180.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080 (Licensed Civil Engineer)	Passer of DPWH Computer Proficiency Exam	Planning and Design Division
2	Engineer II	OSEC-DPWHB-ENG2-1025-2015	SG-16	381,180.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080 (Licensed Civil Engineer)	Passer of DPWH Computer Proficiency Exam	Planning and Design Division
3	Engineer II	OSEC-DPWHB-ENG2-540162-2012	SG-16	381,180.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080 (Licensed Civil Engineer)	Passer of DPWH Computer Proficiency Exam	Planning and Design Division
4	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAS1-540035-2012	SG-07	183,048.00	Completion of 2 yrs. studies in college/ High School graduate with relevant Vocational/Trade Course	None required	None required	Career Service SubProfessional (CSSP) 1st Level Eligibility	Passer of DPWH Computer Proficiency Exam	Quality Assurance & Hydrology 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 July 31, 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**  
 Regional Director, DPWH Regional Office VIII  
 Baras, Palo, Leyte



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1	Engineer V	OSEC-DPWHB-ENG5-82-1998	SG-24	879,588.00	Masteral Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	RA 1080 (Licensed Civil Engineer)		Quality Assurance & Hydrology Division
2	Legal Assistant III	OSEC-DPWHB-LEA3-540006-2018	SG-14	317,928.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service Professional (CSP) 2nd Level Eligibility	Passer of DPWH Computer Proficiency Exam	Legal Division
3	Legal Assistant III	OSEC-DPWHB-LEA3-540007-2018	SG-14	317,928.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	8 hours relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research	Career Service Professional (CSP) 2nd Level Eligibility	Passer of DPWH Computer Proficiency Exam	Legal Division
4	Automotive Equipment Inspector II	OSEC-DPWHB-AEI2-63-1998	SG-11	242,148.00	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years relevant experience	Career Service SubProfessional (CSSP) 1st Level Eligibility		Equipment Management Division
5	Administrative Aide IV (Mechanic I)	OSEC-DPWHB-ADA4-540049-2012	SG-04	152,088.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC 11, s. 96 - Cat. I)		Equipment Management 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 August 13, 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;
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 Regional Director, DPWH Regional Office VIII  
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 Baras, Palo, Leyte  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**