



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:


NENITA A. CERENA
Highest Ranking HRMO

Date: August 31, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Administrative Officer	OSEC-DPWHB-CADOF-540047-2012	SG-24	Master's Degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of training in management and supervision	Four (4) years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility		Administrative Division, DPWH Regional Office VIII

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 September 10, 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 III

Regional Director, DPWH Regional Office VIII

Baras, Palo, Leyte