

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

To: 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:


JOEL S. DE VEYRA
HRMO

Date: 06-Nov-23

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer III (Records Officer II)	OSEC-DPWHB- ADOF3-540065- 2012	14	33843	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	DPWH Regional Office VIII - Administrative 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 November 16, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last two rating periods** (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript 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 the 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:

EDGAR B. TABACON, CESO IV

Regional Director

DPWH Regional Office VIII, Baras, Palo, Leyte

applications.dpwhro8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.