

Republic of the Philippines  
Department of Public Works and Highways  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Samar 2nd District Engineering Office) in the CSC website:

  
**ROMEO JULATON**

Admin. Officer III/Acting H.R.M.O.

Date: January 2, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Admin. Officer IV (H.R.M.O. II)	ADOF4-540030-2012	15	₱366,372.00	Bachelor's degree relevant to the job	4 Hrs. of relevant training	1 yr. relevant experience.	CS Professional/ Second Level Eligibility		Samar 2nd DEO, Catbalogan City
2	Admin. Officer IV (Budget Officer II)	ADOF4-540031-2012	15	₱366,372.00	Bachelor's degree relevant to the job	4 Hrs. of relevant training	1 yr. relevant experience.	CS Professional/ Second Level Eligibility		Samar 2nd DEO, Catbalogan City
3	Admin. Officer III (Records Officer I)	ADOF3-540034-2012	14	₱333,060.00	Bachelor's degree relevant to the job	4 Hrs. of relevant training	1 yr. relevant experience.	CS Professional/ Second Level Eligibility		Samar 2nd DEO, Catbalogan City
4	Const. & Maint. Foreman	CMF-243-1998	8	₱201,096.00	High School graduate w/ relevant voc./trade course.	None Required	1 yr. relevant experience.	None Required (MC. II,96-CAT III)		Samar 2nd DEO, Catbalogan City
5	Admin. Assistant I (Computer Optr. I)	ADAS1-540014-2012	7	₱188,856.00	At least 72 academics units leading to a degree or Completion of 2 yrs. Studies in College	None Required	None Required	CS Sub-Prof. (1st Level Elig.)		Samar 2nd DEO, Catbalogan City
6	Admin. Aide VI	ADA6-540030-2012	6	₱178,164.00	At least 72 academics units leading to a degree or Completion of 2 yrs. Studies in College	None Required	None Required	CS Sub-Prof. (1st Level Elig.)		Samar 2nd DEO, Catbalogan City
7	Admin. Aide VI	ADA6-540008-2012	6	₱178,164.00	At least 72 academics units leading to a degree or Completion of 2 yrs. Studies in College	None Required	None Required	CS Sub-Prof. (1st Level Elig.)		Samar 2nd DEO, Catbalogan City

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 January 17, 2020

1. Updated Personal Data Sheet (PDS, Revised 2017) with passport sized picture (2 sets)
2. Performance Ratings for the last two (2) rating periods (certified machine copy, 2 copies)
3. Authenticated copies of Transcript of records/Diploma (certified machine copy, 2 copies)
4. Authenticated copies of relevant Certificates of Seminars / Trainings attended.
5. Authenticated copies of relevant Certificates of Employment / Updated Service Records.
6. Authenticated copies of PRC, Board rating (if applicable)
7. Authenticated copies of updated/valid PRC license.
8. Authenticated copy of latest Appointment, if any.

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

**GEORGE O. SUY**

District Engineer

DPWH, Samar 2nd District Engineering Office

(E-mail Address)

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