

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:

Administrative
REMEDIOS D. OLIVEROS
Administrative Officer V

Date: August 2, 2023

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	Engineer II	OSEC-DPWHB-ENG2-540059- 2012	16	39672	Bachelor's Degree	None	None	RA1080		DPWH, Leyte 3 DEO, Villaba, Leyte
2	Engineering Assistant (Special Agent)	OSEC-DPWHB-ENGAS- 540032-2012	8	19744	Bachelor's Degree	4 hours of relevant training	One (1) year relevant experience	CS (Sub-Prof) 1st level		DPWH, Leyte 3 DEO, Villaba, Leyte
3	Administrative Officer IV (HRMO II)	OSEC-DPWHB-ADOF4- 540033-2012	15	36619	Bachelor's Degree	4 hours of relevant training	One (1) year relevant experience	CS (Prof) Second Level Eligibility		DPWH, Leyte 3 DEO, Villaba, Leyte

4	Administrative Officer III (Records Officer II)	OSEC-DPWHB-ADOF3- 540040-2012	14	33843	Bachelor's Degree	4 hours of relevant training	One (1) year relevant experience	CS (Prof) Second Level Eligibility	DPWH, Leyte 3 DEO, Villaba, Leyte
5	Administrative Officer III (Cashier II)	OSEC-DPWHB-ADOF3- 540041-2012	14	33843	Bachelor's Degree	4 hours of relevant training	One (1) year relevant experience	CS (Prof) Second Level Eligibility	DPWH, Leyte 3 DEO, Villaba, Leyte

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 17, 2023.

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. Performance rating in the **last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. 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:

REMEDIOS D. OLIVEROS

Administrative Officer V

Crossing Suba, Villaba, Leyte

dpwh.leyte3hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.