



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
LEYTE 2ND DISTRICT ENGINEERING OFFICE
Mac Arthur, Leyte



December 12, 2023

NOTICE OF POSTING
(Invitation to Apply for Vacant Position)
December 13-22, 2023

Please be informed of the following positions published in the Civil Service Commission's Bulletin of Vacant Positions in the Government:

No.	Position Title (Parenthetical Title, if applicable)	Qualification Standards				Place of Assignment
		Education	Training	Experi- ence	Eligibility	
1	Engineer II SG-16	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	DPWH-Leyte 2 nd District Engineering Office, Mac Arthur, Leyte
2	Engineer II SG-16	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	DPWH-Leyte 2 nd District Engineering Office, Mac Arthur, Leyte
3	Engineer II SG-16	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	DPWH-Leyte 2 nd District Engineering Office, Mac Arthur, Leyte
4	Engineer II SG-16	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	DPWH-Leyte 2 nd District Engineering Office, Mac Arthur, Leyte
5	Engineer II SG-16	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	DPWH-Leyte 2 nd District Engineering Office, Mac Arthur, Leyte
6	Engineer II SG-16	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	DPWH-Leyte 2 nd District Engineering Office, Mac Arthur, Leyte

7	Engineer II SG-16	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
8	Engineer II SG-16	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
9	Engineer II SG-16	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
10	Engineer II SG-16	Bachelor's Degree in Engineering relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (Electrical Engineer)	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
11	Administrative Officer I (Supply Officer I) SG-10	Bachelor's Degree	None Required	None Required	Career Service (Professional) 2nd Level Eligibility	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
12	Engineering Assistant (Draftsman II) SG-8	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub professional), Draftsman or Illustrator (MC 11, s. 96 - Cat. 1) 1st Level Eligibility	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
13	Administrative Assistant II (Disbursing Officer II) SG-8	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub professional) 1st Level Eligibility	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
14	Administrative Assistant I (Computer Operator I) SG-7	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub professional), Data Encoder (MC 11, s. 96 - Cat. 1) 1st Level Eligibility	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
15	Administrative Assistant I (Computer Operator I) SG-7	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub professional), Data Encoder (MC 11, s. 96 - Cat. 1) 1st Level Eligibility	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte

16	Administrative Assistant I (Computer Operator I) SG-7	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub professional), Data Encoder (MC 11, s. 96 - Cat. 1) 1st Level Eligibility	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
17	Administrative Aide VI (Mechanic II) SG-6	High School Graduate of Completion of relevant vocational/ trade course	None Required	None Required	Mechanic (MC 11, s. 96 - Cat. I)	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
18	Construction and Maintenance Capataz SG-5	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
19	Heavy Equipment Operator I SG-4	High School Graduate of Completion of relevant vocational/ trade course	None Required	None Required	Heavy Equipment Operator (MC 11, s. 96 - Cat, I)	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte

Interested applicants are directed to submit their application letters of this Office on or before **December 22, 2023**, together with the following requirements, viz:

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
6. Seminar/ Training Certificates.


LEONEL T. MOLLEDA
 Administrative Officer IV
 HRMO II

RO8.11.5 LTM

Website: <https://www.dpwh.gov.ph>
 Tel. No(s): (053) 888 4559/66416



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

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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:

Date: Tuesday, December 12, 2023

Leonel T. Mollada
LEONEL T. MOLLEDA
HRMO II

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-ENG2-540023-2023	16	39,672.00	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	None Required	RA 1080	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
2	Engineer II	OSEC-DPWHB-ENG2-540024-2023	16	39,672.00	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	None Required	RA 1080	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
3	Engineer II	OSEC-DPWHB-ENG2-540025-2023	16	39,672.00	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	None Required	RA 1080	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
4	Engineer II	OSEC-DPWHB-ENG2-540026-2023	16	39,672.00	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	None Required	RA 1080	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte

5	Engineer II	OSEC-DPWHB-ENG2-540027-2023	16	39,672.00	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
6	Engineer II	OSEC-DPWHB-ENG2-540028-2023	16	39,672.00	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
7	Engineer II	OSEC-DPWHB-ENG2-540029-2023	16	39,672.00	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
8	Engineer II	OSEC-DPWHB-ENG2-540030-2023	16	39,672.00	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
9	Engineer II	OSEC-DPWHB-ENG2-540031-2023	16	39,672.00	Bachelor's Degree in Engineering relevant to the job	None Required	None Required	RA 1080	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
10	Engineer II	OSEC-DPWHB-ENG2-540032-2023	16	39,672.00	Bachelor's Degree in Engineering relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (Electrical Engineer)	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
11	Administrative Officer I (Supply Office I	OSEC-DPWHB-ADOF1-540013-2023	10	23,176.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) 2nd Level Eligibility	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte

12	Engineering Assistant (Draftsman II)	OSEC-DPWHB-ENGAS-540014-2023	8	19,744.00	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), Draftsman or Illustrator (MC 11, s. 96 - Cat. 1) 1st Level Eligibility	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
13	Administrative Assistant II (Disbursing Officer II)	OSEC-DPWHB-ADAS2-540011-2012	8	19,744.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) 1st Level Eligibility	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
14	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAS1-540019-2023	7	18,620.00	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	(Subprofessional), Data Encoder (MC 11, s. 96 - Cat. 1) 1st Level Eligibility	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
15	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAS1-540020-2023	7	18,620.00	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. 1) 1st Level Eligibility	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte

16	Administrative Assistant I (Computer Operator I)	OSEC-DPWHB-ADAS1-540021-2023	7	18,620.00	Completion of two (2) years studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	None Required	None Required	Career Service (Subprofessional), Data Encoder (MC 11, s. 96 - Cat. 1) 1st Level Eligibility	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
17	Administrative Aide VI (Mechanic II)	OSEC-DPWHB-ADAG-540018-2023	6	17,553.00	High School Graduate of Completion of relevant vocational/trade course	None Required	None Required	None Required	None Required	Mechanic (MC 11, s. 96 - Cat. I)	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
18	Construction and Maintenance Capataz	OSEC-DPWHB-CMCZ-540018-2023	5	16,543.00	Elementary School Graduate	None Required	None Required	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, Leyte
19	Heavy Equipment Operator I	OSEC-DPWHB-HEO1-540020-2023	4	15,586.00	High School Graduate of Completion of relevant vocational/trade course	None Required	None Required	None Required	None Required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)	-	DPWH-Leyte 2nd District Engineering Office, Mac Arthur, 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 **December 22, 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:

LEO EDWARD L. OPPURA

District Engineer

DPWH, Leyte 2nd District Engineering

Office, Mac Arthur, Leyte

asis.annabelle@dpwh.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.