

Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DEPARTMENT OF LABOR AND EMPLOYMENT in the CSC website:

**ATTY. EVELYN R. RAMOS**

(Head of Agency)

Date: March 26, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Statistician II	OSEC-DOLEB-STAT2-112-1998	15	32053	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional / Second Level Eligibility	N/A	DOLE RO II - Technical Services and Support Division
2	Administrative Assistant II (Secretary II)	OSEC-DOLEB-ADAS3-79-2004	9	18784	Completion of two (2) years in college	Four (4) hours of relevant training	One (1) year of relevant experience	CS Sub-Professional / First Level Eligibility	N/A	DOLE RO II - Office of the Regional Director

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 April 14, 2020.

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

**ATTY. EVELYN R. RAMOS**  
Regional Director  
DOLE RO2, Carig Sur, Tuguegarao City, Cagayan  
[doleregion2@gmail.com](mailto:doleregion2@gmail.com)

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