

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. SARAH BUENA S. MIRASOL

(Head of Agency)

Date: October 19, 2018

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	Administrative Assistant II (Bookkeeper)	OSEC-DOLEB-ADAS2-47-2004	8	16282	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/First Level	N/A	RO II

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 5, 2018.

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 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. SARAH BUENA S. MIRASOL

Regional Director

DOLE RO2, Carig Sur, Tuguegarao City, Cagayan

doler02@gmail.com or ro2@dole.gov.ph