



To: CIVIL SERVICE COMMISSION (CSC)

This to request the publication of the following vacant positions of DOLE RO2 in the CSC Website:

**MANUEL C. ROLDAN, CESO III**  
Regional Director

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Aide VI (Clerk III)	OSEC-DOLEB-ADA6-142-2004	6	₱ 166,212.00	Completion of at least 2 years in College	Four (4) hours of relevant training	One (1) year of relevant experience	CS Sub-Professional / First Level Eligibility	Proficient in Computer Applications (MS Word, Excel, Powerpoint, & Internet)	DOLE RO2 - Technical Services & Support Division, Carig Sur, Tuguegarao City, Cagayan

"At DOLE RO2, it is more than job, it is decent job."

Interested and qualified applicants should signify their interest in writing. Qualified Persons With Disabilities and members of Indigenous Groups are encouraged to apply. Attach the following documents to the application letter and send to the address below not later than **5 January 2018**:

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form 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;
4. Photocopy of Training Certificates (if applicable); and
5. Photocopy of Transcript of Records and Diploma.

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

**Dir. MANUEL C. ROLDAN, CESO III**  
Regional Director  
Department of Labor and Employment  
Regional Office No. 2  
Regional Government Center  
Carig Sur, Tuguegarao City, Cagayan  
[doler02@gmail.com](mailto:doler02@gmail.com), [ro2@dole.gov.ph](mailto:ro2@dole.gov.ph)

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