

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

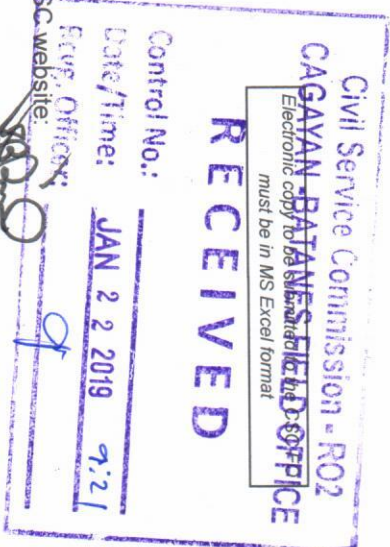
To: CIVIL SERVICE COMMISSION (CSC)

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: January 21, 2019



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 Officer V (Cashier III)	OSEC-DOLEB-ADDF5-89-2004	18	38085	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional / Second Level Eligibility	N/A	RO II - Internal Management Services Division
2	Labor and Employment Officer I	OSEC-DOLEB-LEO1-46-1998	11	20179	Bachelor's Degree	None Required	None Required	CS Professional / Second Level Eligibility	N/A	RO II - Isabela Field Office
3	Administrative Aide VI (Clerk III)	OSEC-DOLEB-ADA6-47-2004	6	14340	Completion of 2 years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	CS Sub-Professional / First Level Eligibility	N/A	RO II - Isabela Field Office

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 February 11, 2019.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.