

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:

Estratipong copy to be submitted to the CSC EO Civil Service Commission - RO2 CAGAYAN-BATANES FIELD OFFICE	
<b>RECEIVED</b>	
Record No.:	
Date/Time:	July 29, 2020
Officer:	C. Calinao

**ATTY. EVELYN R. RAMOS**  
(Head of Agency)

Date: July 28, 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	Administrative Assistant III (Computer Operator II)	OSEC-DOLEB-ADAS3-80-2004	9	18784	Completion of at least Two (2) years in College or High School Graduate with relevant vocational/ trade course	Four (4) hours of relevant training	One (1) year of relevant experience	CS Sub-Professional / First Level Eligibility / Data Encoder (MIC 11, s.96 - Cat. I)	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 August 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.**