

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF LABOR AND EMPLOYMENT in the CSC website:

JONALYN P. RAGUINDIN

HRMO

Date: 09-Jan-22

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV (Driver II)	OSEC-DOLEB- ADA4-50-2004 (vice Barizo)	4	14993	Elementary School Graduate	None Required	None Required	Professional Driver's License	CORE COMPETENCIES • Exemplifying Integrity: Basic • Service Excellence: Basic • Work Management: Basic ORGANIZATIONAL COMPETENCIES • Effective Communication Skills: Basic • Effective Interpersonal Skills: Basic • Organizational Awareness and Sensitivity: Basic TECHNICAL COMPETENCIES • Computer Operation, Internet Literacy, Clerical Skills: Basic • Driving Skills: Advance	RO II- Internal Management Services Division

2	Information Systems Analyst II	OSEC-DOLEB-INFOSA2-15-2009(vice Domingo)	16	38150	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<p>CORE COMPETENCIES</p> <ul style="list-style-type: none"> Exemplifying Integrity-Proficient Service Excellence-Proficient Work Management-Proficient <p>ORGANIZATIONAL COMPETENCIES</p> <ul style="list-style-type: none"> Effective Communication Skills-Proficient Effective Interpersonal Skills-Proficient Organizational Awareness and Sensitivity-Proficient Policy, Program & Project Development & Management-Proficient <p>LEADERSHIP COMPETENCIES</p> <ul style="list-style-type: none"> Thinking Strategically and Creatively-Proficient Leading Change-Proficient Building Collaborative, Inclusive Working Relationships-Proficient Managing Performance and Coaching For Results-Proficient Creating and Nurturing a High-Performing Organization-Proficient <p>TECHNICAL COMPETENCIES</p> <ul style="list-style-type: none"> Information, Communication and Technology-Proficient 	RO II- Technical Services and Support Division
3	Accountant III	OSEC-DOLEB-A3-3-1998(vice Martinez)	19	49835	BS Accountancy	8 hours of relevant training	2 years of relevant experience	RA 1060 (CPA)	<p>CORE COMPETENCIES</p> <ul style="list-style-type: none"> Exemplifying Integrity-Advance Service Excellence-Advance Work Management-Advance <p>ORGANIZATIONAL COMPETENCIES</p> <ul style="list-style-type: none"> Effective Communication Skills-Advance Effective Interpersonal Skills-Advance Organizational Awareness and Sensitivity-Advance Policy, Program & Project Development & Management-Advance <p>LEADERSHIP COMPETENCIES</p> <ul style="list-style-type: none"> Thinking Strategically and Creatively-Advance Leading Change-Advance Building Collaborative, Inclusive Working Relationships-Advance Managing Performance and Coaching for Results-Advance Creating and Nurturing a High-Performing Organization-Advance <p>TECHNICAL COMPETENCIES</p> <ul style="list-style-type: none"> Computer Operation, Internet Literacy, Clerical Skills-Proficient Accounting-Advance 	RO II- Internal Management Services Division

4	Chief Administrative Officer	OSEC-DOLEB-CADOF-55-2004 (vice Caronan)	24	88410	Master's Degree or Certificate in Leadership and Management from CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility	<p>CORE COMPETENCIES</p> <ul style="list-style-type: none"> • Exemplifying Integrity-Advance • Service Excellence-Advance • Work Management-Advance <p>ORGANIZATIONAL COMPETENCIES</p> <ul style="list-style-type: none"> • Effective Communication Skills-Advance • Effective Interpersonal Skills-Advance • Organizational Awareness and Sensitivity-Advance • Policy, Program & Project Development & Management-Advance <p>LEADERSHIP COMPETENCIES</p> <ul style="list-style-type: none"> • Thinking Strategically and Creatively-Advance • Leading Change-Advance • Building Collaborative, Inclusive Working Relationships-Advance • Managing Performance and Coaching for Results-Advance • Creating and Nurturing a High-Performing Organization-Advance 	RO II- Internal Management Services Division
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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 25, 2022.

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 last rating period (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:

JOEL M. GONZALES, CESE

Regional Director

DOLE RO2 Building, Carig Sur, Tuguegarao City

doleregion2@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.