



To: CIVIL SERVICE COMMISSION (CSC)

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

ATTY. SARAH BUENA S. MIRASOL
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	Senior Labor and Employment Officer	OSEC-DOLEB-SRLEO-21-1998 (vice Sales)	19	₱505,188.00	Bachelor's Degree	Eight (8) hours of Relevant Training	Two (2) years of Relevant Experience	CS Professional / Second Level Eligibility	N/A	Technical Services and Support Division, DOLE RO2, Tuguegarao City, Cagayan
2	Labor and Employment Officer III	OSEC-DOLEB-LEO3-51-1998 (vice Paguirigan)	16	₱381,180.00	Bachelor's Degree	Four (4) hours of Relevant Training	One (1) year of Relevant Experience	CS Professional / Second Level Eligibility	N/A	Technical Services and Support Division, DOLE RO2, Tuguegarao City, Cagayan
3	Administrative Officer I (Records Officer I)	OSEC-DOLEB-ADOF1-31-2004 (vice dela Cruz)	10	₱224,616.00	Bachelor's Degree	None Required	None Required	CS Professional / Second Level Eligibility	N/A	DOLE Cagayan-Batanes Field Office, Tuguegarao City, Cagayan
4	Administrative Assistant I (Secretary I)	OSEC-DOLEB-ADAS1-53-2004 (vice Capalungan)	7	₱183,048.00	Completion of at least two (2) years Studies in College	None Required	None Required	CS Sub-Professional / First Level Eligibility	N/A	Office of the Regional Director, DOLE RO2, 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 submit to the address below not later than **13 August 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;
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:

Atty. SARAH BUENA S. MIRASOL
Regional Director
Department of Labor and Employment
Regional Office No. 2
Regional Government Center
Carig Sur, Tuguegarao City, Cagayan
doler02@gmail.com, ro2@dole.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.