

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:

Received stamp: RECEIVED  
Control No.:  
Date/Time: JUL 03 2020  
Rcvg. Officer: K. Galimay

ATTY. EVELYN R. RAMOS  
(Head of Agency)  
Date: July 2, 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 Aide VI (Clerk III) | OSEC-DOLEB-ADA6-149-2004 | 6                      | 15524          | Completion of at least Two (2) years in College | None Required | None Required | CS Sub-Professional / First Level Eligibility | N/A                 | RO II - Office of the Regional Director |

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 July 17, 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.