

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

Civil Service Commission - RO 2
CAGAYAN-BATANES FIELD OFFICE
Election copy to be submitted to the CSC
RO 2 must be in MS Excel format

RECEIVED

Control No.:

Date/Time:

JUN 02 2020

Rcvg. Officer:

[Signature]

ATTY. EVELYN R. RAMOS

(Head of Agency)

Date:

June 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-ADA6-148-2004	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 - Cagayan-Batanes Field Office
2	Senior Labor and Employment Officer	OSEC-DOLEB-SRLEO-37-1998	19	46791	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional / Second Level Eligibility	N/A	RO II - Technical Services and Support Division

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 June 19, 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;
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
ddleregion2@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.