

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

Electronic copy to be submitted to the CSC FO  
must be in MS.Excel format

**CAGAYAN-BATANES FIELD OFFICE**  
**RECEIVED**

Control No.: \_\_\_\_\_  
Date/Time: **0-1 APR 2022**  
Received by: Perpetua C. Baligod  
Receiving Officer

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: 01-Apr-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 Officer V (Cashier III)	OSEC-DOLEB- ADOF5-89- 2004(vice Accad)	18	45203	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Internal Management Services Division
2	Accountant II	OSEC-DOLEB- A2-1-2018 (vice Capalungan)	16	38150	BS Accountancy	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)		Internal Management Services Division
3	Labor and Employment Officer III	OSEC-DOLEB- LEO3-61-1998 (vice Alan)	16	38150	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Isabela Field Office
4	Labor and Employment Officer II	OSEC-DOLEB- LEO2-16-1998 (vice Entela)	13	29798	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Cagayan Field Office

5	Administrative Assistant III (Secretary II)	OSEC-DOLEB- ADAS3-78-2004 (vice Taguinod)	9	20340	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional)/ FirstLevel Eligibility		Office of the Regional Director
6	Administrative Assistant II (Bookkeeper)	OSEC-DOLEB- ADAS2-47-2004 (vice Pe Benito)	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional)/ FirstLevel		Internal Management Services 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 April 15, 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](http://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 apply online at : [tinyurl.com/DOLERO2APPLICATION](http://tinyurl.com/DOLERO2APPLICATION)

**JOEL M. GONZALES**

Regional Director

DOLE RO2 Building, Carig Sur, Tuguegarao City

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**