


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:

  
**JEAN C. SAY**  
HRMO

Date: December 28, 2022

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	Supervising Labor and Employment Officer	OSEC-DOLEB-SVLEO-101-1998	22	₱69,963.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	CS Professional or Second Level Eligibility	N/A	within Region VIII
2	Senior Labor and Employment Officer	OSEC-DOLEB-SRLEO-149-1998	19	₱49,835.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional or Second Level Eligibility	N/A	within Region VIII
3	Labor and Employment Officer III	OSEC-DOLEB-LEO3-182-1998	16	₱38,150.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year relevant experience	CS Professional or Second Level Eligibility	N/A	within Region VIII
4	Administrative Officer V (Records Officer III)	OSEC-DOLEB-ADOF5-129-2004	18	₱45,203.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional or Second Level Eligibility	N/A	within Region VIII
5	Administrative Assistant I (Secretary I)	OSEC-DOLEB-ADAS1-59-2004	7	₱17,899.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional or First Level Eligibility	N/A	within Region VIII

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 January 11, 2023.

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. Fully accomplished Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Performance rating in the last rating period (if applicable)
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records
5. Photocopy of Diploma
6. Photocopy of Relevant Training Certificates
7. Photocopy of Certificate of Employment or Service Record
8. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person of disability (PWD), ethnicity, political affiliation to include members of the indigenous community and those with diverse sexual orientation, gender identity and expression (SOGIE)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**Dir. HENRY JOHN S. JALBUENA**

Regional Director

DOLE-RO8 Compound, Trece Martires St., 6500 Tacloban City

[recruitment.hrdole8@gmail.com](mailto:recruitment.hrdole8@gmail.com)

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