

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

February 19, 2024

Date:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer V (Supply Officer II)	OSEC-DOLEB-ADOF5-13-2004	18	₱46,725.00	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
2	Labor and Employment Officer III	OSEC-DOLEB-LEO3-1711988	16	₱39,672.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional or Second Level Eligibility	N/A	within Region VIII
3	Labor and Employment Officer II	OSEC-DOLEB-LEO2-83-998	13	₱31,320.00	Bachelor's Degree	None required	None required	CS Professional or Second Level Eligibility	N/A	within Region VIII
4	Labor and Employment Officer II	OSEC-DOLEB-LEO2-82-998	13	₱31,320.00	Bachelor's Degree	None required	None required	CS Professional or Second Level Eligibility	N/A	within Region VIII
5	Administrative Assistant III (Secretary II)	OSEC-DOLEB-ADAS3-105-2004	9	₱21,211.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) / First Level Eligibility	N/A	within Region VIII
6	Administrative Aide VI (Clerk III)	OSEC-DOLEB-ADA6-2062004	6	₱17,553.00	Completion of two years studies in college	None required	None required	CS Sub- Professional 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 March 4, 2024.

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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license, and
4. Photocopy of Transcript of Records.
5. 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 or 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:

JEAN C. SAY
HRMO
DOLE RO 8 Trece Martires St. Tacloban City
recruitment.hrdole8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.