



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Regional Office VIII  
Tacloban City



**DOLERO8-HRMO-RSP.02**  
Revision No. 00  
Date Issued: 15 May 2018

**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:

**FLORENCE D. PANA**  
HRMO

Date: May 24, 2021

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Remarks
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Senior Labor and Employment Officer	OSEC-DOLEB-SRLEO- 159-1998	19	₱48,313.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional or Second Level Eligibility		within Region VIII	
2	Administrative Assistant III (Stenographic Reporter II)	OSEC-DOLEB-ADAS3- 106-2004	09	₱19,593.00	Completion of two- year studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	CS Sub-Professional or First Level Eligibility		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 **09 June 2021**.

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and accomplished Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Certificate of eligibility (for PRC eligibility, license must be valid)
- Transcript of Records
- Diploma
- Certificate of Admission to the Bar, if applicable
- Relevant Training Certificates
- Notarized Self-Certification of No Pending nor Previous Administrative, Criminal or Civil Case
- Certificate of Employment, if applicable
- Service Record, if applicable

**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  
[dolero8.hr@gmail.com](mailto:dolero8.hr@gmail.com)

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

The DOLE-RO VIII adheres to the Equal Employment Opportunity Principle (EEOP); hence, this position is likewise open to differently-abled persons.