

To: CIVIL SERVICE COMMISSION (CSC)

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

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CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE I

This is to request the publication of the following vacant positions of Department of Labor and Employment in the CSC website:

**YAHYA A. CENTI**  
(Head of Agency)  
Date: October 10, 2018

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	Chief Labor and Employment Officer	OSEC-DOLEB-CLEO-71	24	₱73,299.00	Masteral Degree	40 hours of training in management and supervision	4 years in position involving management and supervision	CS Professional / Second Level Eligibility		within Region 8
2	Information Systems Analyst II	OSEC-DOLEB-INFOA2-18-2009	16	₱31,765.00	Bachelor's degree relevant to the job (preferably BS Information Technology)	4 hours of relevant training	1 year of relevant experience	CS Professional / Second Level Eligibility		within Region 8
3	Statistician II	OSEC-DOLEB-STAT2-12	15	₱29,010.00	Bachelor's degree relevant to the job (preferably BS Math/Statistics)	4 hours of relevant training	1 year of relevant experience	CS Professional / Second Level Eligibility		within Region 8
4	Administrative Aide VI (Clerk III)	OSEC-DOLEB-ADA6-206-2004	6	₱14,340.00	Completion of 2 years studies in college	None required	None required	CS Sub-Professional / First Level Eligibility		within Region 8

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 **October 26, 2018**.

1. Updated Personal Data Sheet (PDS) with accomplished Work Experience Sheet (CS Form No. 212, Revised 2017) and latest passport size ID picture
2. Certificate of eligibility (for PRC eligibility, license must be valid)
3. Transcript of Records
4. Diploma
5. Certificate of Admission to the Bar, if applicable
6. Relevant Training Certificates
7. Notarized Self-Certification of No Pending nor Previous Administrative, Criminal or Civil Case
8. Certificate of Employment, if applicable
9. Service Record, if applicable

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

**YAHYA A. CENTI**  
Regional Director  
DOLE-RO8 Compound, Trece Martires St., 6500 Tacloban City  
doler08\_hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.