



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



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. PANO
HRMO
Date: 11-9-2020

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	Administrative Assistant III (Secretary II)	OSEC-DOLEB-ADAS3-105- 2004	09	₱18,784.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) / 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 **30 November 2020**.

1. 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;
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

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

Dir. YAHYA A. CENTI
Regional Director
DOLE-RO8 Compound, Trece Martires St., 6500 Tacloban City
dolero8.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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