



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



TO: CIVIL SERVICE COMMISSION (CSC)

Request for Publication of Vacant Positions

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. Panao
FLORENCE D PANAO
HRMO
Date: May 28, 2021

No (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	Remarks	
					Education	Training	Experience	Eligibility			Competency (if applicable)
1	Labor and Employment Officer III	OSEC-DOLEB-LEO3-177- 1998	16	₱36,628.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional or Second Level Eligibility		within Region VIII	
2	Administrative Assistant II (Bookkeeper)	OSEC-DOLEB-ADAS2-54- 2004	08	₱18,251.00	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 **15 June 2021**.

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. HENRY JOHN S. JALBUENA
Regional Director
DOLE-RO8 Compound, Trece Martires St., 6500 Tacloban City
doler08.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.