

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:


FLORENCE D. PANA
HRMO

Date: August 18, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Senior Labor and Employment Officer	OSEC-DOLEB-SRLEO-161-1998	19	48313	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	Administrative Assistant I (Secretary I)	OSEC-DOLEB-ADAS1-59-2004	7	17179	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	N/A	within Region VIII
3	Administrative Aide VI (Clerk III)	OSEC-DOLEB-ADA6-207-2004	6	16200	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / 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 August 31, 2021.

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. Fully accomplished Work Experience Sheet (Attachment to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records
5. Photocopy of Diploma
6. Photocopy of Relevant Training Certificates
7. Photocopy of Certificate of Employment or Service Record

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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.