

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:

Ms. BRENDA APEJI
HRMO

Date: 8/29/2019

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	Administrative Assistant II (Artist Illustrator II)	OSEC-DOLEB-ADAS2-38-2004 (vice Galman, Yolanda J.)	8	16,758.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	MC 11 s. 96 Cat I (Draftsman or Illustrator)		DOLE Central Office- Information and Publication Service
2	Administrative Assistant IV (Audio Visual Aids Technician III)	OSEC-DOLEB-ADAS4-57-2004 (vice Galman, Gregorio I.)	10	19,233.00	High School Graduate or Completion of relevant vocational/trade course	Eight (8) hours of relevant training	Two (2) years of relevant experience	MC 11 s. 96, Cat II (Equipment Technician)		DOLE Central Office- Information and Publication Service

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 September 29, 2019.

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. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

RAUL M. FRANCIA

Director IV, Information and Publication Service

Ground Fir., LGLC, DOLE Executive Bldg., Muralla St., Intramuros, Manila

www.dole.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.