

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:

BRENALYN A. PEJI
Director IV
Human Resource Development Service

Date: 11 January 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job /Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Assistant II (Disbursing Officer II)	OSEC-DOLEB-ADAS2-28-2004 (vice Cecilia M. Acuesta)	8	17,505.00	Completion of two (2) years in college	One (1) year relevant experience	Four (4) hours relevant training	CS Subprofessional or 1st Level Eligibility		DOLE Central Office - Administrative 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 **23 January 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. 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:

LILY PEARL L. GUERRERO
Officer-in-Charge, Administrative Service
2nd Floor, DOLE Building, Intramuros, Manila
administrativeservice@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.