

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

Date:

10-Mar-21

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 Officer V (Supply Officer III)	OSEC-DOLEB-ADOF5-46-2004 (vice Jose B. Guiao Jr.)	18	43,681.00	Bachelor's Degree relevant to the job	Eight (8) hours relevant training	Two (2) years relevant experience	CS-Professional or 2nd Level Eligibility		DOLE Central Office-Administrative Service
2	Chief Administrative Officer (Supply Officer V)	OSEC-DOLEB-CADOF-42-2004 (vice Lily Pearl L. Guerrero)	24	86,742.00	Master's degree	Twenty Four (24) hours of training in supervision and management	Four (4) years in position involving supervision and management	CS-Professional or 2nd Level Eligibility		DOLE Central Office-Administrative Service
3	Chief Administrative Officer (Cashier V)	OSEC-DOLEB-CADOF-44-2004 (vice Nicandro O. Bautista)	24	86,742.00	Master's degree	Twenty Four (24) hours of training in supervision and management	Four (4) years in position involving supervision and management	CS-Professional or 2nd 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 March 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. 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.