

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 (

**Ms. BRENALYN A.**  
**HRMO**

Date: \_\_\_\_\_ February

| No. | Position Title <b>(Parenthetical Title, if applicable)</b> | Plantilla Item No.                                  | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                        |                                     |                                     |   |                               |
|-----|--|---|---------------------------------|-------------------|--|-------------------------------------|-------------------------------------|---|-------------------------------|
|     |  |   |                                 |                   | Education                                      | Training                            | Experience                          | Eligibility                                 | Competency<br>(if applicable) |
| 1   | Administrative Aide VI (Clerk III)                         | OSEC-DOLEB-ADA6-59-2004 (vice Cruz, Clifford A.)    | 6                               | 16,200.00         | Completion of two (2) years studies in college | None required                       | None required                       | CS-Subprofessional or 1st Level Eligibility |                               |
| 2   | Administrative Assistant III                               | OSEC-DOLEB-ADAS3-52-2004 (vice Jiloca, Juliana P)   | 9                               | 19,552.00         | Completion of two (2) years studies in college | Four (4) hours of relevant training | One (1) year of relevant experience | CS-Subprofessional or 1st Level Eligibility |                               |
| 3   | Labor and Employment Officer III                           | OSEC-DOLEB-LEO3-274-1998 (vice Austria, Elenita A.) | 16                              | 36,628.00         | Bachelor's Degree relevant to the job          | Four (4) hours of relevant training | One (1) year of relevant experience | CS-Professional or 2nd Level Eligibility    |                               |

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 February 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](http://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:

**DOMINIQUE R. TUTAY**

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Department Assistant Secretary and Concurrent Head-Bureau of Local Employment

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6th Flr., First Intramuros BF Condo Cor., Solana St. cor. Andres Soriano Ave., Intramuros, Manila

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[ble.hrmo@gmail.com](mailto:ble.hrmo@gmail.com)

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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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Excel format

CSC website:

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| Place of Assignment                               |
| DOLE Central Office-Bureau<br>of Local Employment |
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