

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. BRENALYN A. PEJI

HRMO

Date: **02/19/21**

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	Senior Labor and Employment Officer	OSEC-DOLEB-SRLEO-133-1998 (vice Morden, Allen Leonard C.)	19	48,313.00	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-International Labor Affairs Bureau
2	Labor and Employment Officer III	OSEC-DOLEB-LEO3-5-1998 (vice Gapuzan, Khaasie Rachelle Ivana S.)	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		DOLE Central Office-International Labor Affairs Bureau
3	Administrative Aide VI (Clerk III)	OSEC-DOLEB-ADA6-71-2004 (vice Tolog, Christian M.)	6	16,200.00	Completion of two (2) years studies in college	None required	None required	CS-Subprofessional or 1st Level Eligibility		DOLE Central Office-International Labor Affairs Bureau

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 **05 March 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:

ALICE Q. VISPERAS

Director IV, International Labor Affairs Bureau

3rd Flr., DOLE Bldg., Intramuros, Manila

www.dole.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.