

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: 29-Jun-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 I (Records Officer I) | OSEC-DOLEB-ADOF1-22-2004 (vice Alfonso D. Buaya Jr.) | 10 | 21,205.00 | Bachelor's Degree relevant to the job | None required | None required | CS-Professional or 2nd Level Eligibility | | DOLE Central Office- Administrative Service |
| 2 | Administrative Aide III (Driver I) | OSEC-DOLEB-ADA3-49-2004 (vice Virgilio R. Nicolas) | 3 | 13,572.00 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 11,s.1996- Cat. IV) | | 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 July 23, 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.