

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 IV	OSEC-DOLEB-ADOF4-3-2021 (newly created)	15	33,575.00	Bachelor's degree relevant to the job	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Professional) / Second Level Eligibility		DOLE Central Office - Financial and Management Service
2	Administrative Officer IV (Budget Officer II)	OSEC-DOLEB-ADOF4-2-2021 (newly created)	15	33,575.00	Bachelor's degree relevant to the job	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Professional) / Second Level Eligibility		DOLE Central Office - Financial and Management Service
3	Administrative Officer II	OSEC-DOLEB-ADOF2-3-2021 (newly created)	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility		DOLE Central Office - Financial and Management Service
4	Administrative Officer II (Budget Officer I)	OSEC-DOLEB-ADOF2-2-2021 (newly created)	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility		DOLE Central Office - Financial and Management Service
5	Administrative Officer II	OSEC-DOLEB-ADOF2-1-2021 (newly created)	11	23,877.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility		DOLE Central Office - Financial and Management Service
6	Administrative Assistant II	OSEC-DOLEB-ADAS2-4-2021 (newly created)	8	18,251.00	Completion of two (2) years in college	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Subprofessional) / First Level Eligibility		DOLE Central Office - Financial and Management 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:

WARREN M. MICALAT

Director IV, Financial and Management Service

4F, DOLE Bldg., Muralla St., Intramuros, Manila

dolefmsrmo@gmail.com, fmsod.dole@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.