

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 <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (Human Resource Management Assistant)	OSEC-DOLEB-ADAS2-36-2004 (vice Nela Aurora D. Magday - anticipated vacancy)	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 - Human Resource Development 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](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:

**BRENALYN A. PEJI**

Director IV, Human Resource Development Service

5F, DOLE Bldg., Muralla St., Intramuros, Manila

[dolehrds2020recruitment@gmail.com](mailto:dolehrds2020recruitment@gmail.com)

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