

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: **5/8/2021**

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 IV (Carpenter General Foreman)	OSEC-DOLEB-ADAS4-53-2004 (vice Ligad, Victorino G.)	10	20,219.00	High School Graduate or Completion of relevant vocational trade course	Eight (8) hours relevant training	Two (2) years relevant experience	Carpenter (MC 11 s. 96 Cat. I)		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 **18 August 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:

**LILY PEARL L. GUERRERO**

OIC-Director IV, Administrative Service

2nd Flr., DOLE Building, Intramuros, Manila

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.