

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. BRENDA A. PEJI

HRMO

Date:

21 JUL 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	Labor and Employment Officer III	OSEC-DOLEB-LEO3-286-1998 (Vice Deduc, Adoration I.)	16	36,628.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	One (1) year of relevant experience	CS-Professional or 2nd Level Eligibility		DOLE Central Office-Bureau of Labor Relations	
2	Administrative Assistant III (Secretary II)	OSEC-DOLEB-ADAS3-53-2004 (Vice Orendillo, Vivian P.)	9	19,593.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	CS-Professional or 2nd Level Eligibility		DOLE Central Office-Bureau of Labor Relations	

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 **02 AUG 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:

ATTY. MARIA CONSUELO S. BACAY

Director IV, Bureau of Labor Relations

6th Flr., First Intramuros Bf Condo Corp., Solana St. cor. Andres Soriano Ave., Intramuros, Manila

www.dole.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.