

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:

October 1, 2021

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 (Supply Officer I)	OSEC-DOLEB-ADOF1-18-2004 (vice Tina Mari S. Eguia)	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-ADA3-44-2004 (vice Petronilo S. Velasco)	3	13,572.00	Elementary School Graduate	None required	None required	Professional Driver's License		DOLE Central Office - Administrative Service
3	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		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 October 29, 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:

**OIC-LILY PEARL L. GUERRERO**

Officer-in-Charge, Administrative Service

2F, DOLE Bldg., Muralla St., Intramuros, Manila

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

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