

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:

04 January 2023

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 Aide VI (Clerk III)	OSEC-DOLEB-ADA6-60-2004 (vice Garcia)	6	16,877.00	Completion of two (2) years studies in College	None required	None required	CS-Subprofessional or First Level Eligibility		DOLE-Central Office Bureau of Local Employment
2	Administrative Aide VI (Clerk III)	OSEC-DOLEB-ADA6-59-2004 (vice Secretario)	6	16,877.00	Completion of two (2) years studies in College	None required	None required	CS-Subprofessional or First Level Eligibility		DOLE-Central Office Bureau of Local Employment
3	Information Systems Analyst I	OSEC-DOLEB-INFOSA1-2-2022 (newly created)	12	27,608.00	Bachelor's Degree relevant to the job	None required	None required	CS-Professional or Second Level Eligibility		DOLE-Central Office Bureau of Local Employment
4	Information Systems Analyst I	OSEC-DOLEB-INFOSA1-3-2022 (newly created)	12	27,608.00	Bachelor's Degree relevant to the job	None required	None required	CS-Professional or Second Level Eligibility		DOLE-Central Office Bureau of Local Employment

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 **January 16, 2023**.

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:

OFFICER-IN-CHARGE PATRICK P. PATRIWIRAWAN JR.

Bureau of Local Employment

6th Floor, First Intramuros BF Condominium Corporation, Solana St. corner Andres

Soriano Ave. (Aduana St), Intramuros, Manila

hrmo@ble.dole.gov.ph / ble@dole.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.