

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: January 16, 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	Information Systems Analyst II	OSEC-DOLEB-INFOSA2-3-1998 (vice Jan Jeffrey F. Posadas)	16	39,672.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS-Professional or 2nd Level Eligibility		DOLE Central Office - Planning Service
2	Information Technology Officer III	OSEC-DOLEB-ITO3-1-1998 (vice Oscar R. Rosal)	24	90,078.00	Master's Degree	Forty (40) hours of supervisory / management training / learning and development intervention	Four (4) years of supervisory / management experience	CS-Professional or 2nd Level Eligibility		DOLE Central Office - Planning Service
3	Planning Officer V	OSEC-DOLEB-PLO5-1-1998 (vice Exxon B. Susmeranon)	24	90,078.00	Master's Degree	Forty (40) hours of supervisory / management training / learning and development intervention	Four (4) years of supervisory / management experience	CS-Professional or 2nd Level Eligibility		DOLE Central Office - Planning 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 January 27, 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:

ADELINE T. DE CASTRO
Director IV, Planning Service
6F, DOLE Bldg., Muralla St., Intramuros, Manila
ps@dole.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.