

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: 27 February 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 Asistant II (Human Resource Management Assistant)	OSEC-DOLEB-ADAS2-37-2004 (vice Ramos)	8	19,744.00	Completion of two (2) years in college	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Subprofessional) / First Level Eligibility		DOLE Central Office - Human Resource Development Service (Personnel Administration Division)
2	Administrative Asistant II (Human Resource Management Assistant)	OSEC-DOLEB-ADAS2-32-2004 (vice Tiu)	8	19,744.00	Completion of two (2) years in college	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Subprofessional) / First Level Eligibility		DOLE Central Office - Human Resource Development Service (Personnel Administration Division)

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 10 March 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:

BRENALYN A. PEJI

Director IV, Human Resource Development Service

5F, DOLE Bldg., Muralla St., Intramuros, Manila

dolehrds2020recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.