

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: March 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	Administrative Assistant I (Bookbinder III)	OSEC-DOLEB-ADAS1-45-2004 (vice Nilierose J. Arteza)	7	18,620.00	Completion of two (2) years in college	None required	None required	CS-Subprofessional or 1st Level Eligibility		DOLE Central Office-Information and Publication Service
2	Administrative Officer IV (Information Officer II)	OSEC-DOLEB-ADOF4-79-2004 (vice Peter Paul R. Ang)	15	36,619.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS-Professional or 2nd Level Eligibility		DOLE Central Office-Information and Publication Service
3	Librarian I	OSEC-DOLEB-LIB1-1-1998 (vice Joanna Paula M. Dela Torre)	11	27,000.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080 (Library Science)		DOLE Central Office-Information and Publication 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 March 31, 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](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:

**GERRY S. RUBIO**  
\_\_\_\_\_  
Officer-in-Charge, Information and Publication Service  
\_\_\_\_\_  
5th Floor, DOLE Building, Intramuros, Manila  
\_\_\_\_\_  
[ips@dole.gov.ph](mailto:ips@dole.gov.ph)

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