

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: April 12, 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	Chief Administrative Officer	OSEC-DOLEB-CADOF-43-2004 (vice Marquez)	24	90,078.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of training in supervisory / management learning and development intervention	Four (4) years in position involving management and supervision	CS-Professional or 2nd Level Eligibility		DOLE Central Office-Administrative Service
2	Administrative Assistant III (Electrician Foreman)	OSEC-DOLEB-ADAS3-42-2004 (vice Pornillos)	9	21,211.00	High School graduate or completion of relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Electrician (MC 10 s. 2013-CAT II)		DOLE Central Office-Administrative Service
3	Administrative Assistant III (Storekeeper III)	OSEC-DOLEB-ADAS3-44-2004 (vice Fernandez)	9	21,211.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	CS-Subprofessional or 1st Level Eligibility		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 April 24, 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:

**INA LOU B. FLORENDO**

Director IV, Administrative Service

2nd Floor, DOLE Building, Intramuros, Manila

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

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