

Republic of the Philippines
DOLE CARAGA REGIONAL OFFICE
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DOLE Caraga in the CSC website:

CHONA M. MANTILLA, CESO III

Regional Director

Date: December 3, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer V (Cashier III)	OSEC-DOLEB-ADOF5-156-2004	18	P38,085	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS Professional/ Second Level Eligibility		Regional Office
2	Labor and Employment Officer III	OSEC-DOLEB-LEO3-191-1998	16	P31,765	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ Second Level Eligibility		Provincial Office
3	Administrative Assistant III (Stenographic Reporter II)	OSEC-DOLEB-ADAS3-122-2004	9	P17,473	Secretarial Graduate or Completion of (2) years College	Four (4) hours of relevant training	One (1) year of experience	Sub-Professional and/or CSC Stenographer Exam		Regional Office

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 December 21, 2018.

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 present position for one (1) year (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:

CHONA M. MANTILLA, CESO III
Regional Director
J. P. Rosales Avenue, Butuan City
dolecaraga13@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.