

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Request for Publication of Vacant Positions

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must be in MS Excel format



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:

By: **CHONA M. MANTILLA, CESO III**
Regional Director

Date: March 20, 2019

| 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 | |
| 1 | Labor and Employment Officer III | OSEC-DOLEB- LEO3-265- 1998 | 16 | 31,765 | Bachelor's degree relevant to the job | Four (4) hours of relevant training | One (1) year of relevant experience | CS Professional/ Second Level Eligibility | Surigao del Sur |
| 1 | Administrative Aide VI (Clerk III) | OSEC-DOLEB- ADA6-243- 2004 | 6 | 14,340 | Completion of 2 years studies in college/College Level (Computer Literate) | None Required | None Required | CS Sub- Professional/ First Level Eligibility | Province of Dinagat Island |

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, 2019.

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:

CHONA M. MANTILLA, CESO III

Regional Director

J. P. Rosales Avenue, Butuan City

dolecaraga13@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.