

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

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format  
CIVIL SERVICE COMMISSION



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 *Nuvor*

Date: January 9, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Labor and Employment Officer II	OSEC-DOLEB-LEO2-97-1998	13	25,232	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility	Regional Office
1	Administrative Assistant II (Bookkeeper)	OSEC-DOLEB-ADAS2-59-2004	8	16,758	Completion of two years studies in College (Preferably Bachelor's Degree)	Four (4) Hours Relevant Training	One (1) Year Relevant Experience	CS Sub-Professional/ First Level Eligibility	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 January 20, 2019.

- 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);
- Performance rating in the present position for one (1) year (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- 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](mailto:dolecaraga13@gmail.com)

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