

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

Electronic copy to be submitted to the CSC FO 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:

**CHONA M. MANTILLA, CESO III**  
Regional Director *Chona M. Mantilla*  
Date: September 8, 2020

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	Administrative Aide III (Utility Worker II)	OSEC-DOLEB-ADA3-53-2004	3	13,019	Must be able to read and write	None Required	None Required	None required (MC 11, s. 1996 - Cat. III)	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 September 20, 2020.

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:

**CHONA M. MANTILLA, CESO III**  
Regional Director  
J. P. Rosales Avenue, Butuan City  
[dolecaraga13@gmail.com](mailto:dolecaraga13@gmail.com)

DOLE Caraga promotes opportunity of hiring and promotion to all qualified applicants regardless of gender, age, civil status, political affiliation, religion, national origin, race or color, physical disability and ethnicity (pursuant to existing government laws, rules and regulations) ref. DO 88 s. 2011

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