

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:


ATTY. JOFFREY M. SUYAO, CESO III

Regional Director *vs* *vs*
Date: 01-Oct-21

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	Labor and Employment Officer II	LEO2-4-2018	13	28,276	Bachelor's degree	None Required	None Required	CS Professional	Proficient in Statistical Analysis, Proficient in MS Excel, Word, Powerpoint, Good in oral and written communication	Surigao del Sur Provincial Office
1	Administrative Assistant I (Secretary I)	ADAS1-63-2004	7	17,179	Completion of two (2) years studies in College	None Required	None Required	CS Sub-Professional	Computer Literate, Proficient in Microsoft Office (MS Excel, Word, Powerpoint), Good in oral and written communication	Regional Office-Office of the Regional Director

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 October 13, 2021.

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:

ATTY. JOFFREY M. SUYAO, CESO III
Regional Director
J. P. Rosales Avenue, Butuan City
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.