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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:

CHONA M. MANTILLA, CESO III

Regional Director *Chona M. Mantilla*

Date: April 19, 2021

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	Information System Analyst II	OSEC-DOLEB- INFOSA2-9-2009	16	36,628	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional/ Second Level Eligibility	Preferably IT graduate	Anywhere in Caraga
1	Administrative Aide VI (Clerk III)	OSEC-DOLEB- ADA6-211-2004	6	16,200	Completion of 2 years studies in college/College Level	None Required	None Required	CS Sub-Professional/ 1st Level Eligibility		Anywhere in Caraga

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 May 2, 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:

CHONA M. MANTILLA, 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.