



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT

Regional Office No. 5

DOLE 5 Bldg., Doña Aurora Street, Old Albay, Legazpi City
ro5dole@yahoo.com

ISO 9001

BUREAU VERITAS
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**Publication of Existing Vacant Position
As of 07 November 2022
(Pursuant to RA 7041)**

Requirements:

Applicants must at least meet the minimum requirements of the vacant position/s and must submit the following:


1. Application letter indicating the position applied for; Interested and qualified applicants from the previous selection should signify their interest in writing.
2. Properly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>.
3. Properly accomplished Work Experience Sheet (CS Form No. 212 Attachment) which can also be downloaded at www.csc.gov.ph.
4. For government employees, Individual Performance Commitment and Review (IPCR) for the last rating period
5. Photocopy of the following:
 - 5.1 Transcript of Records
 - 5.2 Diploma
 - 5.3 Certificate of Eligibility
 - 5.4 Certificate of employment
 - 5.5 Certificate/s of relevant training/s attended
 - 5.6 Statement of duties and responsibilities which indicates the management and supervisory experience **(if any)**
6. Address and submit your application to:

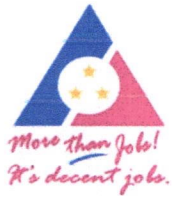
MA. ZENAIDA A. ANGARA-CAMPITA, CESO III
Regional Director
Department of Labor and Employment
Regional Office No. 5
DOLE V Bldg., Doña Aurora St., Old Albay, Legazpi City

All qualified applicants will be given equal employment opportunity without regard to age, sex, sexual orientation and gender identity (SOGI), civil status, disability, religion, ethnicity or political affiliations.

**Deadline for Submission of Application:
17 November 2022**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


ATTY. MARION S. SEVILLA
HRMPSB Chairperson



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Position Title : **Administrative Officer V (Budget Officer III)**
Item No/s. : **OSEC-DOLEB-ADOF5-107-2004**
Salary Grade : **18**
Monthly Salary : **₱ 45,203.00**
Division/Field Office: **DOLE RO5**
No. of Position/s : **One (1)**

Job Qualifications:

- Bachelor's Degree relevant to the job
- Two (2) years of relevant experience
- Eight (8) hours relevant training
- Career Service (CS) Professional or 2nd Level Eligibility