



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 5
Legazpi City



Certificate Number: AJA15-0053

FM-ERS 001 R01
Eff: 01 July 2016

Publication of Existing Vacant Position As of 31 July 2017 (Pursuant to RA 7041)

Requirements:

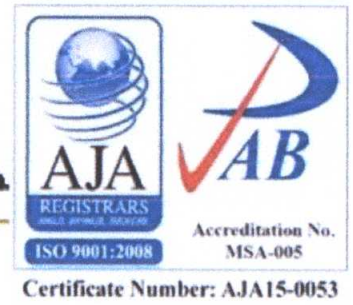
Applicants must at least meet the minimum requirements of the vacant position/s and must submit the following:

1. Application letter indicating the position applied for
2. Properly accomplished Personal Data Sheet (PDS) or resume.
3. Photocopy of the following:
 - 3.1 Certificate of Eligibility (CSC or RA 1080)
 - 3.2 Transcript of Records
 - 3.3 Diploma
 - 3.4 Certificate of employment (for the position that requires relevant experience)
 - 3.5 Certificate/s of relevant training/s attended (for the position that requires relevant training)
 - 3.6 Statement of duties and responsibilities which indicates the management and supervisory experience (for managerial and supervisory positions)
4. Address and submit your application to:

ATTY. MA. KARINA P. TRAYVILLA
Regional Director
Department of Labor and Employment
Regional Office No. 5
DOLE V Bldg., Doña Aurora St., Old Albay, Legazpi City

Deadline for Submission of Application : 16 August 2017

PREVIOUS APPLICANTS NEED NOT APPLY



Position Title: **Administrative Assistant II**
Salary Grade: **8**
No. of Position/s: **1**
Item No/s.: **OSEC-DOLEB-ADAS2-51-2004**
Job Qualifications:

- Completion of two years in college
- 1 year of relevant experience
- 4 hours of relevant training
- Career Service Subprofessional or First Level Eligibility