



## **Publication of Existing Vacant Position As of 4 February 2020 (Pursuant to RA 7041)**

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### **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) 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](http://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 Certificate of Eligibility (CSC or PRC)
  - 5.2 Transcript of Records
  - 5.3 Diploma
  - 5.4 Certificate of employment (if any)
  - 5.5 Certificate/s of relevant training/s attended (if any)
  - 5.6 Statement of duties and responsibilities which indicates the management and supervisory experience (for managerial and supervisory positions)
6. Address and submit your application to:

**JOEL M. GONZALES**

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 February 2020**

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



Position Title : **Labor and Employment Officer II (LEO II)**  
Item No/s. : **OSEC-DOLEB-LEO2-40-1998**  
Salary Grade : **13**  
Monthly Salary : **₱ 25,232.00**  
Division/Field Office: **DOLE RO5**  
No. of Position/s : **One (1)**

**Job Qualifications:**

- Bachelor's Degree
- One (1) year of relevant experience
- Four (4) hours relevant training
- Career Service (CS) Professional or 2<sup>nd</sup> Level Eligibility

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Position Title : **Administrative Assistant III**  
Item No/s. : **OSEC-DOLEB-ADAS3-93-2004**  
Salary Grade : **9**  
Monthly Salary : **₱ 17,473.00**  
Division/Field Office: **DOLE RO5**  
No. of Position/s : **One (1)**

**Job Qualifications:**

- Bachelor's Degree
- One (1) year of relevant experience
- Four (4) hours relevant training
- Career Service (CS) SubProfessional or 1<sup>st</sup> Level Eligibility

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Position Title : **Administrative Aide VI**  
Item No/s. : **OSEC-DOLEB-ADA6-177-2004**  
Salary Grade : **6**  
Monthly Salary : **₱ 14,340.00**  
Division/Field Office: **DOLE RO5**  
No. of Position/s : **One (1)**

**Job Qualifications:**

- Completion of two (2) years studies in college
- Career Service (CS) SubProfessional or 1<sup>st</sup> Level Eligibility