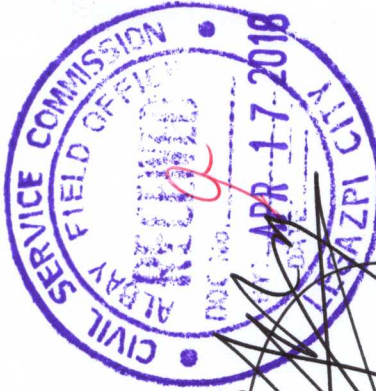




Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Regional Office No. 5  
DOLE 5 Bldg., Doña Aurora Street, Old Albay, Legazpi City  
Tel. No. (052) 480-5830 / 480-5831/ 480-3058 / 481-0768



**Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of **DOLE RO5** in the CSC website:

**EXEQUIEL R. SARCAUGA**  
Regional Director  
Date: April 18, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide VI (Clerk III)	OSEC-DOLEB-ADA6-173-2004	6	172,080.00	Completion of two (2) years studies in college	None Required	None Required	Career Service (Subprofessional)/ Second Level	Regional Office

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 **April 30, 2018**.

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Certificate of Employment/Service Record, whatever is applicable; and
6. Photocopy of Training Certificate/s.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**EXEQUIEL R. SARCAUGA**  
Regional Director  
Department of Labor and Employment RO5  
DOLE 5 Bldg., Doña Aurora St.  
Old Albay, Legazpi City 4500  
[ro5dole@yahoo.com](mailto:ro5dole@yahoo.com)

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