



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:


RIZALIZ A. VARGAS
Administrative Officer V

Date: December 3, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II	OSEC-DOLEB-ADAS2-50-2004	8	195,384.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional or First Level Eligibility	Knowledge of DOLE programs and services is an advantage.	DOLE RO5
2	Administrative Assistant III	OSEC-DOLEB-ADAS3-93-2004	9	209,676.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional or First Level Eligibility	Knowledge of DOLE programs and services is an advantage.	DOLE RO5
3	Labor and Employment Officer I (LEO I)	OSEC-DOLEB-LEO1-56-1998	11	242,148.00	Bachelor's Degree	8 hours of relevant training	1½ year of relevant experience	CS Professional or Second Level Eligibility	Knowledge of DOLE programs and services is an advantage.	DOLE RO5

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 **15 December 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;
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, if any; and
5. Photocopy of Training Certificate/s, if any.

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

ATTY. ALVIN M. VILLAMOR

Regional Director
Department of Labor and Employment RO5
DOLE 5 Bldg., Doña Aurora St.
Old Albay, Legazpi City 4500

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.