



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
MIMAROPA Region



CSFO Oriental Mindoro

RECEIVED
QF - OP24 - 01 Rev. 1
Date: 10/3 MAR 22 2017
Time: 9:34
By:

NOTICE OF VACANCY

March 22, 2017

DIR. JOSEPHINE A. ROSUELO-ALTURA

Civil Service Commission-Or. Mdo. Field Office
Calapan City, Or. Mdo.

Dear Director Altura:

We are respectfully submitting herewith the **NOTICE OF VACANCY** in this Office for publication in your CSC Gazette of Vacancies.

All interested applicants are advised to submit their applications on or before **April 07, 2017**. Applicants must submit the following requirements:

- Application Letter specifying the position being applied for;
- Updated Personal Data Sheet with latest passport size ID picture;
- Certified True Copy of Transcript of Records and Diploma (certified true copy by the School);
- Copy of Certificates of Training indicating number of hours attended;
- Copy of Service Record/ Certificate of Employment;
- Validated CSC Eligibility rating or RA 1080 Certification; and
- Recent Performance Evaluation Rating

Address and submit your application to:

ATTY. ALVIN M. VILLAMOR

Regional Director

Thru: The Human Resource Development Officer

Administrative Division

DOLE MIMAROPA REGION

3/F Confil Building, Lumangbayan, Calapan City,

Oriental Mindoro

Tel. No. (043) 288-2129

Only applicants with **COMPLETE REQUIREMENTS** shall be considered for selection and appointment.

Thank you and warm regards.

Very truly yours,

ATTY. ALVIN M. VILLAMOR

Regional Director



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PROOF OF POSTING

Anticipated vacancy:

1 ADMINISTRATIVE OFFICER V ✓ SG 18
OSEC – DOLEB-ADOF5-105-2004

Qualification Standards

✓ Education	Bachelor's Degree
✓ Experience	Two (2) years of relevant experience
✓ Training	Eight (8) hours of relevant training
✓ Eligibility	CS Professional or 2 nd level eligibility

1 ADMINISTRATIVE ASSISTANT III ✓ SG 9
(possible area of assignment (Romblon FO))

✓ Education	(Graduate of any four year course) <i>Completion of two years course</i>
✓ Experience	one year of relevant experience
✓ Training	Four (4) hours of relevant training
✓ Eligibility	CS Sub-Professional or 1 st level eligibility

J. Rosuela

DIR. JOSEPHINE A. ROSUELA-ALTURA
CSC-Oriental Mindoro Field Office