

Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF LABOR AND EMPLOYMENT in the CSC website

*[Signature]*  
MATILDE B. BALBUENA  
HRMO Designate

Date: 15-Jul-19

RECEIVED  
Date: JUL 17 2019  
Time: 10:47  
By: *[Signature]*  
published  
7-15-19.

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer V - HRMO III	OSEC-DOLEB-ADOF5-2004	SG 18	40,637.00	Bachelor's Degree	Eight (8) hours of relevant training conducted by CSC - Accredited Training Institutions	Two (2) years of relevant experience	CS Professional or 2nd level Eligibility		Regional Office - IMSD
2	Labor and Employment Officer III	OSEC-DOLEB-LEO3-98-1998	SG 16	33,584.00	Bachelor's Degree	Eight (8) hours of relevant training conducted by CSC - Accredited Training Institutions	Two (2) years of relevant experience	CS Professional or 2nd level Eligibility		Regional Office - TSSD
3	Labor and Employment Officer III	OSEC-DOLEB-LEO3-281-1998	SG 16	33,584.00	Bachelor's Degree	Eight (8) hours of relevant training conducted by CSC - Accredited Training Institutions	Two (2) years of relevant experience	CS Professional or 2nd level Eligibility		Romblon Field 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 July 31, 2019.

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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

MATILDE B. BALBUENA  
AO V - HRMO Designate  
5th Flr. Confil Bldg., Lumangbayan, Calapan City  
[dolemimaro@gmail.com](mailto:dolemimaro@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Specific EEOP guidelines

1. Prioritization of pregnant, lactating/breastfeeding mothers and differently abled applicants/employees shall be ensured during the conduct of interview and exam.
2. Examination and interview of applicants with disability shall be administered through the assistance of the Special Education Teachers of school partnered by this Office.
3. HRMPSB members shall be cautious on using words, sudden reactions or expressive gestures which may be offensive towards PWDs:  
The members of HRMPSB may ask questions about a candidate's disability only in so far as to determine whether the same may put the life of the person or their peers in danger.