



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. IV – B
MIMAROPA



QF – OP24 – 01 Rev. 0

9/1/2014
FO ORIENTAL MINDORO

NOTICE OF VACANCY



RECEIVED
AUG 16 2016
Date & Time:
By:

August 12, 2016

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 **September 2, 2016**. 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
OIC Regional Director
Thru: The Human Resource Development Officer
Administrative Division
DOLE Region IV-B
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
OIC Regional Director



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PROOF OF POSTING



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 By: *[Signature]* **12:01**

<p>1 Labor and Employment Officer III <i>OSEC-DOLEB-LEO3-96-2012</i> <i>Place of Assignment:</i></p> <p>Qualification Standards</p> <p>Education Experience Training Eligibility</p>	<p>SG 16 ✓</p> <p>Palawan Field Office</p> <p>Bachelor's Degree ✓ 1 year relevant experience ✓ 4 hours of relevant training ✓ CS Professional or 2nd level eligibility</p>
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Anticipated Vacancy:

<p>1 Senior Labor and Employment Officer</p> <p>Qualification Standards</p> <p>Education Experience Training Eligibility</p>	<p>SG 19</p> <p>Bachelor's Degree ✓ 2 3 years relevant experience 8 16 hours of relevant training CS Professional or 2nd level eligibility ✓</p>
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[Signature]
DIR. JOSEPHINE A. ROSUELA-ALTURA
 CSC-Oriental Mindoro Field Office ✓