

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:


KRYSTEL CHARISMA L. JUMANOY
Administrative Officer V/HRMO

Date: October 13, 2020

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 Aide VI (Clerk III)	OSEC-DOLEB-ADA6-169-2004	6	15,524	Completion of two-year studies in college	None-required	None-required	CS Sub-professional/ First Level Eligibility		DOLE MIMAROPA 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 October 23, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet 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. Photocopy of service record / certificate of employment (if applicable)
6. Photocopy of certificates of trainings attended (if applicable).

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

ALBERT E. GUTIB
OIC - Regional Director
5th Flr., Confil Bldg., Roxas Dr., Lumangbayan, Calapan City
dolemimaropa@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.