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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions of DOLE MIMAROPA - MIMAROPA Region in the CSC website:

~~JOEL M. GONZALES~~ /0-010
OIC - Regional Director
Date: 1-Oct-19

RECEIVED
Date: OCT 02 2019
Time: 2:37
By: [Signature]

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency applicable) (if applicable)	
1	LABOR AND EMPLOYMENT OFFICER III	OSEC-DOLEB-LEO3-15-2009	SG16	33,584.00	Bachelors Degree	4 hours relevant training	1 year relevant experience	CS Professional or 2nd Level Eligibility	Computer Literate	Oriental Mindoro Field Office
2	LABOR AND EMPLOYMENT OFFICER I	OSEC-DOLEB-LEO1-33-1998	SG11	20,754.00	Bachelors Degree	None required	None required	CS Professional or 2nd Level Eligibility	Computer Literate	Palawan Field Office
3	ADMINISTRATIVE ASSISTANT III	OSEC-DOLEB-ADAS3-54-2004	SG9	17,975.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	CS Sub-Professional or First Level Eligibility	Computer Literate	Rombion 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 **October 15, 2019**

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).

Men and women including Persons With Disability, members of indigenous communities, those from any sexual orientation or any religious affiliation are encouraged to apply.

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

Joel M. Gonzales
OIC - Regional Director
5th Flr., Confil Bldg., Roxas Dr., Lumbangbayan, Calapan City
dolemimaropa@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.