



QF – OP24 – 01 Rev. 0  
9/1/2014

### NOTICE OF VACANCY

May 29, 2017

**DIR. JOSEPHINE A. ROSUELO-ALTURA**  
Civil Service Commission  
Oriental Mindoro Field Office  
Calapan City, Oriental Mindoro

CSFO Oriental Mindoro

RECEIVED

Date: 30 MAY 2017

Time: 2:40

By: JAC

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 **JUNE 20, 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**

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.  
**PREVIOUS APPLICANTS NEED NOT APPLY.**

Thank you and warm regards.

Very truly yours,

  
**ATTY. ALVIN M. VILLAMOR**  
Regional Director

PROOF OF POSTING

SN#

1. **Accountant I** **SG 12**  
OSEC-DOLEB-A1-6-1998  
Place of Assignment: Regional Office – Calapan City, Oriental Mindoro

**Qualification Standards**

- |             |                                  |
|-------------|----------------------------------|
| Education   | Bachelor's Degree in Accountancy |
| Experience  | Non-required                     |
| Training    | Non-required                     |
| Eligibility | CPA License (RA 1080)            |

2. **LABOR AND EMPLOYMENT OFFICER III** **SG 16**  
OSEC-DOLEB-LEO3-281-1998  
Place of Assignment: Regional Office – Calapan City, Oriental Mindoro

**Qualification Standards**

- |             |  |
|-------------|--|
| Education   | Bachelor's Degree                                    |
| Experience  | 1 year relevant experience                           |
| Training    | 4 hours of relevant training                         |
| Eligibility | CS Professional or 2 <sup>nd</sup> level eligibility |

**ANTICIPATED VACANCIES**

SN#

1. **LABOR AND EMPLOYMENT OFFICER II** **SG 13**  
Place of Assignment: Regional Office – Calapan City, Oriental Mindoro

**Qualification Standards**

- |             |  |
|-------------|--|
| Education   | Bachelor's Degree                                    |
| Experience  | NO experience required                               |
| Training    | NO training required                                 |
| Eligibility | CS Professional or 2 <sup>nd</sup> level eligibility |

2. **LABOR AND EMPLOYMENT OFFICER I**

SG 11

Place of Assignment:

Regional Office – Calapan City, Oriental Mindoro

**Qualification Standards**

- Education
- Experience
- Training
- Eligibility

**Bachelor's Degree**

NO experience required  
NO training required  
CS Professional or 2<sup>nd</sup> level eligibility

3. **ADMINISTRATIVE ASSISTANT III**

SG 9

Place of Assignment:

Romblon Field Office, Odiongan, Romblon

**Qualification Standards**

- Education
- Experience
- Training
- Eligibility

Completion of two year studies in college  
Graduate of any Four (4) years course  
1 year relevant experience  
4 hours of relevant training  
CS Sub-Professional or 1st level eligibility



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