

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:

  
LUELLA A. ABIAN  
HRMO Designate

Date: June 23, 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 OFFICER V (HRMO III)	OSEC-DOLEB-ADOF5-72-2004 (vice Roque)	SG-18	42,159.00	Bachelors Degree (preferably Psychology, Human Resource Mgt)	Eight (8) hours relevant training	Two (2) years relevant experience (preferably in Human Resource Mgt)	Career Service Professional / Second Level Eligibility / RA1080		DOLE-NCR (IMSD-HR Unit)

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 10, 2020.

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:

**ATTY. SARAH BUENA S. MIRASOL**

Regional Director

967 Maligaya St., Malate, Manila

[hrsd.dole.ncr@gmail.com](mailto:hrsd.dole.ncr@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.