



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**National Capital Region**  
DOLE-NCR Building, 967 Maligaya Street, Malate, Manila



**PUBLICATION OF EXISTING VACANT POSITIONS**  
**as of March 10, 2021**  
(Pursuant to RA 7041)

Applicants must meet the minimum requirements of the vacant position(s) and shall apply online at <https://services.ncr.dole.gov.ph/ejap> on or before **March 26, 2021**.

**Requirements :**

1. All applications must be submitted online otherwise it will not be acted upon.
2. Application Letter and properly accomplished Personal Data Sheet (PDS) with recent passport size picture and Work Experience Sheet (WES) must be uploaded in Portable Document Format (PDF) file.

Please address your application letter to :

**ATTY. SARAH BUENA S. MIRASOL**  
Regional Director  
DOLE-NCR  
967 DOLE-NCR Bldg.  
Maligaya St. Malate, Manila

**\*PDS and Work Experience Sheet may be downloaded at : <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>**

3. Only shortlisted applicants that applied online will be notified through the given email address and must submit the following additional documentary requirements :
  - a) Certificate of Eligibility (CSC / RA 1080 / PD 907)
  - b) Transcript of Records
  - c) Diploma
  - d) Copy of latest Performance Rating (IPCR) for government employee applicants.
  - e) Certificate of Employment with statement of actual duties and responsibilities
  - f) Certificate of training/seminars attended
4. All applicants will be notified through text or email on the status of their job application/s. Please make sure that you have provided the correct contact information in your application.

Requested by:

  
**ATTY. SARAH BUENA S. MIRASOL**  
Regional Director

**REGIONAL OFFICE**

Website: [www.ncr.dole.gov.ph](http://www.ncr.dole.gov.ph) Email: [dolencr2008@yahoo.com](mailto:dolencr2008@yahoo.com); [dolencr2008@gmail.com](mailto:dolencr2008@gmail.com) Telefax: 8400-6242/8400-6241/8400-3918/8303-0367

**CAMANAYA FIELD OFFICE**

5th Flr. Araneta Square Center, Monumento Circle, Quezon City  
8282-1842; 8283-5044; 8367-3188 (fax)

**MANILA FIELD OFFICE**

4/F DY International Bldg., 1650 Gen. Malvar cor. San Marcelino, Malate, Manila  
8302-9270; 8244-1318; 8244-1532; 8302-9269 (fax)

**MAKATI-PASAY FIELD OFFICE**

2nd Flr., ECC Bldg., Sen. Gil Puyat Ave., Makati City  
8772-8210; 8800-7211; 8800-7211; 8336-5062 (fax)

**PAPAMAMARISAN FIELD OFFICE**

4th Flr., No. 17 Rudgen Bldg., Brgy. San Antonio, Pasig City  
8477-3630; 8532-4236; 8534-3893

**MUNTAPARLAS FIELD OFFICE**

263 Valenzuela Bldg., Alabang-Zapote Rd. Pamplona, Las Piñas City  
8815-0086; 8808-6165; 8808-0422 (fax)

**QUEZON CITY FIELD OFFICE**

4th Flr., Arcadia Bldg., Quezon Ave., Quezon City  
8921-4973; 8376-5983(fax)

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 III

Date: March 12, 2021

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	
1	Supervising Labor and Employment Officer (Republication)	OSEC-DOLEB-SVLEO-50- 1998 (vice Sandoval)	SG 22	68,415.00	Bachelors Degree	Sixteen (16) hours relevant Training	Three (3) years relevant Experience	Career Service Professional / Second Level Eligibility / RA1080	DOLE-NCR (Muntaparlas Field Office)
2	SENIOR LABOR AND EMPLOYMENT OFFICER (Anticipated Vacancy)	OSEC-DOLEB-SRLEO-288- 1998 (vice Borja)	19	48,313.00	Bachelor's Degree (Relevant to the Job)	Eight (8) hours relevant training conducted by the Civil Service Commission- Accredited Training Institution	Two (2) years relevant experience	CS Professional or Second Level Eligibility/ RA1080	DOLE-NCR (Regional Office - TSSD-LRLS)
3	SENIOR LABOR AND EMPLOYMENT OFFICER (Anticipated Vacancy)	OSEC-DOLEB-SRLEO-140- 2012(vice Alvarez)	19	48,313.00	Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws)	Eight (8) hours relevant training preferably in Labor Standards and Occupational Safety and Health	Two (2) years relevant experience (preferably in Labor Standards and Occupational Safety and Health)	CS Professional or Second Level Eligibility/ RA1080	DOLE-NCR (Quezon City 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 March 26, 2021.

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 apply online at [services.ncr.dole.gov.ph/ejap](http://services.ncr.dole.gov.ph/ejap):

**ATTY. SARAH BUENA S. MIRASOL**

Regional Director

967 Maligaya St., Malate, Manila

[www.ncr.dole.gov.ph](http://www.ncr.dole.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.