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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Salary/Job/ Pay Grade</th>
<th>Monthly Salary</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Eligibility</th>
<th>Competency (if applicable)</th>
<th>Place of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Assistant V</td>
<td>OSEC-DOLEB-ADASS-7-2004 (vice Sabado)</td>
<td>SG 11</td>
<td>22,316.00</td>
<td>Completion of (2) year studies in College or Highschool Graduate with relevant vocational course</td>
<td>Eight (8) hours relevant training</td>
<td>Two (2) years relevant experience</td>
<td>Career Service Sub Professional / First Level Eligibility</td>
<td>MUNTAPARLAS FO</td>
<td></td>
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<tr>
<td>2</td>
<td>Supervising Labor and Employment Officer</td>
<td>OSEC-DOLEB-SVLEO-52-1998 (vice Dilao)</td>
<td>SG 22</td>
<td>66,867.00</td>
<td>Bachelors Degree</td>
<td>Sixteen (16) hours relevant Training</td>
<td>Three (3) years relevant Experience</td>
<td>Career Service Professional / Second Level Eligibility / RA1080</td>
<td>CAMANAVA FO</td>
<td></td>
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</tbody>
</table>

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 February 5, 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;
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  
dolenrecruitment2018@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.