

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: _____ July 14, 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	DIRECTOR II	OSEC-DOLEB-DIR2-22-2009 (vice Cabansag)	SG 26	109,593.00	Masters Degree or Certificate in Leadership and Management from CSC	One Hundred Twenty (120) hours supervisory / management learning and development intervention undertaken within the last five years	Five (5) years supervisory/ management experience	CS Professional or Second Level Eligibility/ RA1080		DOLE-NCR (Makati-Pasay Field Office)
2	ADMINISTRATIVE ASSISTANT V	OSEC-DOLEB-ADAS5-7-2004 (vice Sabado)	SG 11	22,316.00	Completion of (2) year studies in College or Highschool Graduate with relevant vocational course	Eight (8) hours relevant training	Two (2) years relevant experience	Career Service Sub Professional / First Level Eligibility		DOLE-NCR (MUNTAPARLAS FO)
3	SUPERVISING LABOR AND EMPLOYMENT OFFICER	OSEC-DOLEB-SVLEO-52-1998 (vice Dilao)	SG 22	66,867.00	Bachelors Degree	Sixteen (16) hours relevant Training	Three (3) years relevant Experience	Career Service Professional / Second Level Eligibility / RA1080		DOLE-NCR (CAMANAFA FO)
4	LABOR AND EMPLOYMENT OFFICER III / LABOR INSPECTOR	OSEC-DOLEB-LEO3-125-2012 (vice Bariuan)	SG-16	35,106.00	Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws)	Four (4) hours relevant training preferably in Labor Standards and Occupational Safety and Health	One (1) year relevant experience (preferably in Labor Standards and Occupational Safety and Health)	Career Service Professional / Second Level Eligibility / RA1080		DOLE-NCR (Regional Office)
5	LABOR AND EMPLOYMENT OFFICER II	OSEC-DOLEB-LEO2-149-1998 (vice Maglunob)	SG-13	26,754.00	Bachelors Degree	None Required	None Required	Career Service Professional / Second Level Eligibility / RA1080		DOLE-NCR (MUNTAPARLAS Field Office)
6	LABOR AND EMPLOYMENT OFFICER III / LABOR INSPECTOR	OSEC-DOLEB-LEO3-97-2012 (vice Inocencio)	SG-16	35,106.00	Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws)	Four (4) hours relevant training preferably in Labor Standards and Occupational Safety and Health	One (1) year relevant experience (preferably in Labor Standards and Occupational Safety and Health)	Career Service Professional / Second Level Eligibility / RA1080		DOLE-NCR (Makati-Pasay Field Office)
7	SUPERVISING LABOR AND EMPLOYMENT OFFICER	OSEC-DOLEB-SVLEO-50-1998 (vice Sandoval)	SG 22	66,867.00	Bachelors Degree	Sixteen (16) hours relevant Training	Three (3) years relevant Experience	Career Service Professional / Second Level Eligibility / RA1080		DOLE-NCR (MUNTAPARLAS Field Office)
8	SUPERVISING LABOR AND EMPLOYMENT OFFICER	OSEC-DOLEB-SVLEO-56-1998 (vice Alimanza)	SG 22	66,867.00	Bachelors Degree	Sixteen (16) hours relevant Training	Three (3) years relevant Experience	Career Service Professional / Second Level Eligibility / RA1080		DOLE-NCR (Regional Office TSSD-EPWW)
9	SENIOR LABOR AND EMPLOYMENT OFFICER / LABOR INSPECTOR	OSEC-DOLEB-SRLEO-217-2012 (vice Rivera)	SG-19	46,791.00	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)
10	ADMINISTRATIVE AIDE VI	OSEC-DOLEB-ADA6-117-2004 (vice Lorica)	SG 6	15,524.00	Completion of two years in college	none required	none required	CSC Sub-Professional or First Level Eligibility		DOLE-NCR (REGIONAL OFFICE- TSSD-LRLS)
11	ADMINISTRATIVE AIDE VI	OSEC-DOLEB-ADA6-104-2004 (vice Virayo)	SG 6	15,524.00	Completion of two years in college	none required	none required	CSC Sub-Professional or First Level Eligibility		DOLE-NCR (REGIONAL OFFICE TSSD-EPWW)

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 31, 2020.

[1. Fully accomplished Personal Data Sheet \(PDS\) and Work Experience Sheet 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.