

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 28, 2022

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 Assistant III	OSEC-DOLEB-ADAS3-70-2004 (vice Francisco)	SG-9	20,402.00	Completion of two years in college	Four (4) hours relevant training	One (1) year relevant experience	CSC Sub-Professional or First Level Eligibility		DOLE-NCR

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 April 15, 2022.

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 apply online at services.ncr.dole.gov.ph/ejap:

ATTY. SARAH BUENA S. MIRASOL

Regional Director

967 Maligaya St., Malate, Manila

www.ncr.dole.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.