

## **PUBLICATION OF EXISTING VACANT POSITIONS**

(Pursuant to RA 7041)  
As of 20 June 2022

### **Requirements:**

Applicants must meet the minimum requirements of the vacant position and submit the following **on or before July 1, 2022**:

1. Application letter addressed to:

**ATTY. SARAH BUENA S. MIRASOL**  
Board Chairperson  
RTWPB-NCR  
2<sup>nd</sup> Floor, 1650 DY International Bldg.  
San Marcelino corner General Malvar Streets,  
Malate, Manila  
Tel. Nos.: 8527-51-55

2. Properly accomplished Personal Data Sheet (PDS) with latest passport size picture;

**\*PDS and Work Experience Sheet maybe downloaded at :**

**<http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>**

3. Copy of latest Performance Rating (IPCR) for existing government employee applicants;
4. Photocopy of the following:
  - Certificate of Eligibility (CSC / RA 1080 / PD 907)
  - Diploma
  - Transcript of Records
5. Certificates of Employment with statement of actual duties and responsibilities;
6. Certificate of training/seminars attended and;
7. Statement of duties and responsibilities which indicates the management and supervisory experience (if applicable).

***\*Application with incomplete documentary requirements will not be acted upon.***

***\*\*Only shortlisted applicant will be notified.***

***\*\*\* You can also email at [wage\\_ncr@yahoo.com.ph](mailto:wage_ncr@yahoo.com.ph)***

Requested by:

  
**ATTY. SARAH BUENA S. MIRASOL**  
Board Chairperson

Position Title : **LABOR AND EMPLOYMENT OFFICER II**

Item Number : NWPCB-LEO2-11-1998

Salary Grade (SG) ; 13 (P 29,798) + PERA (2,000)

**Job Qualifications**

Education : Bachelor's Degree  
Experience : One (1) year of relevant experience  
Training : Four (4) hours of relevant training  
Eligibility : Career Service – Professional/ Second Level Eligibility

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**\*\*\*nothing follows\*\*\***