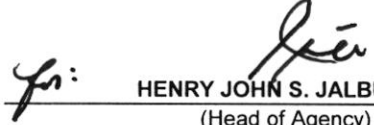


Republic of the Philippines
Department of Labor and Employment - National Capital Region (DOLE-NCR)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Department of Labor and Employment - National Capital Region (DOLE-NCR) in the CSC website:


HENRY JOHN S. JALBUENA
(Head of Agency)
Date: February 6, 2018


No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Labor and Employment Officer II	OSEC-DOLEB-LEO2-187-1998	SG-13	24,224.00	Bachelor's Degree	None Required	None Required	CS Professional or Second Level Eligibility		Technical Support and Services Division - Labor Relations/Labor Standards (TSSD- LRLS)
2	Labor and Employment Officer II	OSEC-DOLEB-LEO2-133-1998	SG-13	24,224.00	Bachelor's Degree	None Required	None Required	CS Professional or Second Level Eligibility		Technical Support and Services Division - Labor Relations/Labor Standards (TSSD- LRLS)
3	Labor and Employment Officer I	OSEC-DOLEB-LEO1-22-1998	SG-11	20,179.00	Bachelor's Degree	None Required	None Required	CS Professional or Second Level Eligibility		Internal Management and Services Division (IMSD)

4	Administrative Assistant I	OSEC-DOLEB-ADAS1-50-2004	SG-7	15,254.00	Completion of Two (2) years studies in College	None Required	None Required	CS Sub-Professional or First Level Eligibility	Internal Management and Services Division (IMSD)
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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 28, 2018**.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records and Diploma.
5. Photocopy of Trainings attended

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:



 Regional Director

 967 DOLE-NCR Bldg. Maligaya St. Malate, Manila

dolencrrecruitment2018@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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 6 February 2018

(Pursuant to RA 7041)

Requirements :

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 28 February 2018**:

1. Application letter addressed to :

HENRY JOHN S. JALBUENA

Regional Director

DOLE-NCR

967 DOLE-NCR Bldg.

Maligaya St. Malate,

Manila

2. Properly accomplished Personal Data Sheet (PDS) with latest passport size pictures and Resumé

****PDS and Work Experience Sheet can be downloaded to :***

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

3. Copy of latest Performance Rating (IPCR) for government employees
4. Photocopy of the following:
 - Certificate of Eligibility (CSC / RA 1080 / PD 907)
 - Transcript of Records
 - Diploma
5. Certificate of Employment with statement of actual duties and responsibilities
6. Certificate of training/seminars attended

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

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

****** You can also email at dolencrrecruitment2018@gmail.com***