



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 February 1, 2021**  
(Pursuant to RA 7041)

Applicants must meet the minimum requirements of the vacant position(s) and shall apply online at <https://services.ncr.dole.gov.ph/ejap> on or before **February 15, 2021**.

**Requirements :**

1. All applications must be submitted online otherwise it will not be acted upon.
2. Application Letter and properly accomplished Personal Data Sheet (PDS) with recent passport size picture and Work Experience Sheet (WES) must be uploaded in Portable Document Format (PDF) file.

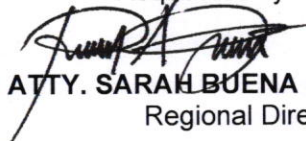
Please address your application letter to :

**ATTY. SARAH BUENA S. MIRASOL**  
Regional Director  
DOLE-NCR  
967 DOLE-NCR Bldg.  
Maligaya St. Malate, Manila

**\*PDS and Work Experience Sheet may be downloaded at : <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>**

3. Only shortlisted applicants that applied online will be notified through the given email address and must submit the following additional documentary requirements :
  - a) Certificate of Eligibility (CSC / RA 1080 / PD 907)
  - b) Transcript of Records
  - c) Diploma
  - d) Copy of latest Performance Rating (IPCR) for government employee applicants.
  - e) Certificate of Employment with statement of actual duties and responsibilities
  - f) Certificate of training/seminars attended
4. All applicants will be notified through text or email on the status of their job application/s. Please make sure that you have provided the correct contact information in your application.

Requested by:

  
**ATTY. SARAH BUENA S. MIRASOL**  
Regional Director 

**REGIONAL OFFICE**

Website: [www.ncr.dole.gov.ph](http://www.ncr.dole.gov.ph) Email: [dolencr2008@yahoo.com](mailto:dolencr2008@yahoo.com); [dolencr2008@gmail.com](mailto:dolencr2008@gmail.com) Telefax: 8400-6242/8400-6241/8400-3918/8303-0367

**CAMANAVA FIELD OFFICE**

5<sup>th</sup> Flr. Araneta Square Center, Monumento Circle, Quezon City  
☎ 8282-1842; 8283-5044; 8367-3188 (fax)

**MANILA FIELD OFFICE**

4/F DY International Bldg., 1650 Gen. Malvar cor. San Marcelino, Malate, Manila  
☎ 8302-9270; 8244-1318; 8244-1532; 8302-9269 (fax)

**MAKATI-PASAY FIELD OFFICE**

2<sup>nd</sup> Flr., ECC Bldg., Sen. Gil Puyat Ave., Makati City  
☎ 8772-8210; 8800-7211; 8800-7211; 8336-5062 (fax)

**PAPAMAMARISAN FIELD OFFICE**

4<sup>th</sup> Flr., No. 17 Rudgen Bldg., Brgy. San Antonio, Pasig City  
☎ 8477-3630; 8532-4236; 8534-3893

**MUNTAPARLAS FIELD OFFICE**

263 Valenzuela Bldg., Alabang-Zapote Rd. Pamplona, Las Piñas City  
☎ 8815-0086; 8808-6165; 8808-0422 (fax)

**QUEZON CITY FIELD OFFICE**

4<sup>th</sup> Flr., Arcadia Bldg., Quezon Ave., Quezon City  
☎ 8921-4973; 8376-5983(fax)

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: \_\_\_\_\_  
January 29, 2021

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	SENIOR LABOR AND EMPLOYMENT OFFICER	OSEC-DOLEB-SRLEO-279-1998 (vice Tumanguil)	19	48,313.00	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)
2	SENIOR LABOR AND EMPLOYMENT OFFICER	OSEC-DOLEB-SRLEO-296-1998 (vice Talavera)	19	48,313.00	Bachelor's Degree (Relevant to the Job)	Eight (8) hours relevant training conducted by the Civil Service Commission-Accredited Training Institution	Two (2) years relevant experience	CS Professional or Second Level Eligibility/ RA1080		DOLE-NCR (Regional Office - TSSD-EPWW)
3	SENIOR LABOR AND EMPLOYMENT OFFICER	OSEC-DOLEB-SRLEO-150-2012 (vice Oliveros)	19	48,313.00	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 (Regional Office - TSSD-LRLS)