PUBLICATION OF EXISTING VACANT POSITIONS
as of 20 May 2020
(Pursuant to RA 7041)

Requirements:

Applicants must meet the minimum requirements of the vacant position(s) and submit the following on or before 30 June 2020:

1. Application letter addressed to:
   ATTY. SARAH BUENA S. MIRASOL
   Regional Director
   DOLE-NCR
   967 DOLE-NCR Bldg.
   Maligaya St. Malate, Manila

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

3. Copy of latest Performance Rating (IPCR) for government employee applicants.

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.

Requested by:
ATTY. SARAH BUENA S. MIRASOL
Regional Director
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:

<table>
<thead>
<tr>
<th>No</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Salary/Job/Pay Grade</th>
<th>Monthly Salary</th>
<th>Qualification Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labor and Employment Officer III / Labor Inspector</td>
<td>OSEC-DOLEB-LEO3-85-2012 (vice Arriola)</td>
<td>SG-16</td>
<td>35,106.00</td>
<td>Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws) Four (4) hours relevant training preferably Labor Standards and Occupational Safety and Health One (1) year relevant experience</td>
</tr>
<tr>
<td>2</td>
<td>Labor and Employment Officer III</td>
<td>OSEC-DOLEB-LEO3-320-1998 (vice Leoncio)</td>
<td>SG-16</td>
<td>35,106.00</td>
<td>Bachelor's Degree Four (4) hours relevant training One (1) year relevant experience</td>
</tr>
</tbody>
</table>

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 June 30, 2020.

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/rationing/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  
hrd.dole.ncr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.