



**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.

***\*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. 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 filed, at the DEPARTMENT OF LABOR AND EMPLOYMENT in the CSC website:

*E. A. Roque*  
MR. ELIAS A. ROQUE  
HRMO III

Date: May 20 2020

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	Labor and Employment Officer III / Labor Inspector	OSEC-DOLEB-LEO3-85-2012 (vice Arriola)	SG-16	35,106.00	Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws)	Four (4) hours relevant training preferably in Labor Standards and Occupational Safety and Health	One (1) year relevant experience (preferably in Labor Standards and Occupational Safety and Health)	Career Service Professional / Second Level Eligibility / RA1080		DOLE-NCR (Regional Office)
2	Labor and Employment Officer III	OSEC-DOLEB-LEO3-320-1998 (vice Leoncio)	SG-16	35,106.00	Bachelor's Degree	Four (4) hours relevant training	One (1) year relevant experience	Career Service Professional / Second Level Eligibility / RA1080		DOLE-NCR (Manila Office)

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](http://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 hand in or send through courier/email their application to:

*S. Buena*  
ATTY. SARAH BUENA S. MIRASOL

Regional Director

967 Maligaya St., Malate, Manila

[hrsd.dole.ncr@gmail.com](mailto:hrsd.dole.ncr@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.