



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 April 20, 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 **May 7, 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 Email: dolencr2008@yahoo.com; dolencr2008@gmail.com Telefax: 8400-6242/8400-6241/8400-3918/8303-0367

CAMANAVA FIELD OFFICE

5th 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

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

PAPAMAMARISAN FIELD OFFICE

4th 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

4th 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: _____
April 20, 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	Labor and Employment Officer II	OSEC-DOLEB-LEO2-186-1998(vice Datul)	SG-13	28,276.00	Bachelor's Degree (Relevant to the Job)	NONE REQUIRED	NONE REQUIRED	CS Professional or Second Level Eligibility/ RA1080		TSSD-EPWW
2	Labor and Employment Officer II	OSEC-DOLEB-LEO2-193-1998(vice De Guzman)	SG-13	28,276.00	Bachelor's Degree (Relevant to the Job)	NONE REQUIRED	NONE REQUIRED	CS Professional or Second Level Eligibility/ RA1080		MAKATI-PASAY Field Office
3	Labor and Employment Officer II	OSEC-DOLEB-LEO2-206-1998(vice Noche)	SG-13	28,276.00	Bachelor's Degree (Relevant to the Job)	NONE REQUIRED	NONE REQUIRED	CS Professional or Second Level Eligibility/ RA1080		Muntaparlas Field Office
4	Administrative Officer V	OSEC-DOLEB-ADOF5-70-2004 (vice Siochi)	SG-18	43,681.00	Bachelor's Degree (Preferably Accounting graduate)	Eight (8) hours relevant training	Two (2) years relevant experience (preferably in Financial and Budget Management)	CS Professional or Second Level Eligibility/ RA1080 (CPA)		IMSD-Budget Unit
5	Labor and Employment Officer III	OSEC-DOLEB-LEO3-6-1998(vice Francisco)	SG-16	36,628.00	Bachelor's Degree (Relevant to the Job)	Four (4) hours relevant training	One (1) year relevant experience	CS Professional or Second Level Eligibility/ RA1080		Quezon City Field Office