

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



Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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:

BY: HENRY JOHN S. JALBUENA
(Head of Agency)

Date: January 23, 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 | Senior Labor and Employment Officer (Labor Inspector) | OSEC-DOLEB-SRLEO-202-2012 | SG-19 | 42,099.00 | Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws or BS in Nursing) | Eight (8) hours relevant training conducted by the Civil Service Commission- Accredited Training Institution (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 | | DOLE-Region 11 |
| 2 | Labor and Employment Officer III (Labor Inspector) | OSEC-DOLEB-LEO3-148-2012 | SG-16 | 31,765.00 | Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws or BS in Nursing) | Four (4) hours relevant training conducted by the Civil Service Commission- Accredited Training Institution (preferably in Labor Standards and Occupational Safety and Health) | One (1) year relevant experience (preferably in Labor Standards and Occupational Safety and Health) | CS Professional or Second Level Eligibility | | DOLE-Region 11 |
| 3 | Labor and Employment Officer III | OSEC-DOLEB-LEO3-313-1998 | SG-16 | 31,765.00 | Bachelor's Degree | Four (4) hours relevant training conducted by the Civil Service Commission- Accredited Training Institution | One (1) year relevant experience | CS Professional or Second Level Eligibility | | DOLE-NCR (PAPAMAMARISAN Field 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 **February 5, 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.

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

HENRY JOHN S. JALBUENA
Regional Director
967 DOLE-NCR Bldg. Maligaya St. Malate, Manila
dolencrecruitment2018@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



PUBLICATION OF EXISTING VACANT POSITIONS

as of 23 January 2018

(Pursuant to RA 7041)

Requirements :

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 5 February 2018**:

1. Application letter addressed to :

HENRY JOHN S. JALBUENA
Regional Director
DOLE-National Capital Region
DOLE-NCR Building
967 Maligaya Street
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.html>

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***