


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:


HENRY JOHN S. JALBUENA
(Head of Agency)

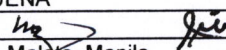
Date: February 9, 2018

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	Administrative Assistant III	OSEC-DOLEB-ADAS3-62-2004	SG-9	17,473.00	Completion of Two (2) years studies in College	Four (4) years relevant training	One (1) year relevant experience	CS Sub-Professional or First Level Eligibility		CAMANAVA 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 28, 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 and Diploma.
5. Photocopy of Trainings attended

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
dolencrrecruitment2018@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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 9 February 2018

(Pursuant to RA 7041)

Requirements :

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 28 February 2018:**



1. Application letter addressed to :

HENRY JOHN S. JALBUENA

Regional Director

DOLE-NCR

967 DOLE-NCR Bldg.

Maligaya St. 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***