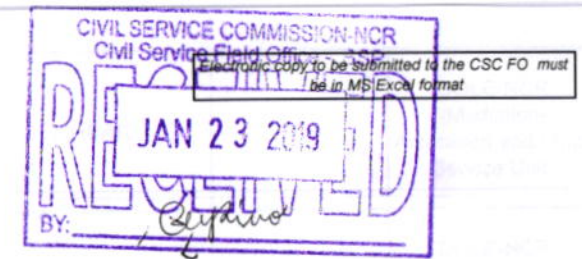


Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Request for Publication of Vacant Positions



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:

[Signature]
MR. ELIAS A. ROQUE
HRMO II

Date: JANUARY 21 2019

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	SENIOR LABOR AND EMPLOYMENT OFFICER / LABOR INSPECTOR	OSEC-DOLEB-SRLEO-210-2012 (vice Rodriguez)	SG19	45,269.00	Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws)	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-NCR (TSSD-LRLS)
2	LABOR AND EMPLOYMENT OFFICER III	OSEC-DOLEB-LEO3-318-1998 (vice Beliganio)	SG 16	33,584.00	Bachelor's Degree (Relevant to the Job)	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 (MAKATI-PASAY Field Office)
3	ADMINISTRATIVE OFFICER V (MANAGEMENT AND AUDIT ANALYST III)	OSEC-DOLEB-ADOF5-74-2004 (vice Baluyot)	SG 18	40,637.00	Bachelor's Degree (Relevant to the Job)	Eight (8) hours relevant training conducted by the Civil Service Commission-Accredited Training Institution	Two (2) years relevant experience	CS Professional or Second Level Eligibility		DOLE-NCR (Internal Management and Services Division)
4	LABOR AND EMPLOYMENT OFFICER III (IT Specialist) REPUBLICATION	OSEC-DOLEB-LEO3-111-2012 (vice Acosta)	SG-16	33,584.00	Bachelor's Degree (Preferably Computer Science, Information Technology, Computer Engineering)	Four (4) hours relevant training conducted by the Civil Service Commission-Accredited Training Institution (preferably in IT)	One (1) year relevant experience (preferably in IT Hardware/Technical Support/ Network Administration)	CS Professional / Second Level Eligibility		DOLE-NCR (Internal Management and Services Division)
5	STATISTICIAN II (REPUBLICATION)	OSEC-DOLEB-STAT2-10-1998 (vice Banayag)	SG- 15	30,531.00	Bachelor's Degree (Relevant to the Job)	Four (4) hours relevant training conducted by the Civil Service Commission-Accredited Training Institution	One (1) year relevant experience	CS Professional / Second Level Eligibility		DOLE-NCR (Internal Management and Services Division)
6	ADMINISTRATIVE OFFICER II (REPUBLICATION)	OSEC-DOLEB-ADOF2-74-2004 (vice Agravante)	SG11	20,754.00	Bachelor's Degree (Relevant to the Job)	None required	None required	CS Professional / Second Level Eligibility		DOLE-NCR (Internal Management and Services Division)

7	Mediator-Arbiter (Republication)	OSEC-DOLEB-MARB-16-1998 (vice Leaño)	SG-25	95,083.00	Bachelor of Laws	Twenty-Four (24) hours relevant training conducted by the Civil Service Commission-Accredited Training Institution	Four (4) Years Relevant Experience	RA 1080 (BAR)		DOLE-NCR (Mediation-Arbitration and Legal Service Unit)
8	Mediator-Arbiter (Republication)	OSEC-DOLEB-MARB-5-1998 (vice Macaraya)	SG-25	95,083.00	Bachelor of Laws	Twenty-Four (24) hours relevant training conducted by the Civil Service Commission-Accredited Training Institution	Four (4) Years Relevant Experience	RA 1080 (BAR)		DOLE-NCR (Mediation-Arbitration and Legal Service Unit)

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 8, 2019.

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/rating/license; and
4. Photocopy of Transcript of Records.

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

Ana C. Dione

 ATTY. ANA C. DIONE, CPA

Regional Director

967 Maligaya St., Malate, Manila

dolencrrecruitment2018@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



PUBLICATION OF EXISTING VACANT POSITIONS

as of 21 January 2019
(Pursuant to RA 7041)

Requirements :

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 8 February 2019** :

1. Application letter addressed to :

ATTY. ANA C. DIONE
Regional Director
967 Maligaya St., Malate, Manila

2. Properly accomplished Personal Data Sheet (PDS) with latest passport size picture, Work Experience Sheet 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.***