

Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
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)

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:

MR. ELIAS W. ROQUE  
HRMO III

Date: October 2 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	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 (MALSU)
2	Mediator-Arbiter	OSEC-DOLEB-MARB-11-1998 (vice Conge)	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 (MALSU)
3	LABOR AND EMPLOYMENT OFFICER II	OSEC-DOLEB-LEO2-200-1998 (vice De Vera)	SG 13	25,232.00	Bachelor's Degree	none required	none required	CS Professional or Second Level Eligibility/ RA1080		DOLE-NCR (Muntaparlas FO)
4	LABOR AND EMPLOYMENT OFFICER II	OSEC-DOLEB-LEO2-190-1998 (vice Rodila)	SG 13	25,232.00	Bachelor's Degree	none required	none required	CS Professional or Second Level Eligibility/ RA1080		DOLE-NCR (Quezon City FO)
5	LABOR AND EMPLOYMENT OFFICER II	OSEC-DOLEB-LEO2-183-1998 (vice Asuncion)	SG 13	25,232.00	Bachelor's Degree	none required	none required	CS Professional or Second Level Eligibility/ RA1080		DOLE-NCR (Quezon City FO)
6	LABOR AND EMPLOYMENT OFFICER II	OSEC-DOLEB-LEO2-157-1998 (vice Legaspi)	SG 13	25,232.00	Bachelor's Degree	none required	none required	CS Professional or Second Level Eligibility/ RA1080		DOLE-NCR (Muntaparlas FO)

7	ADMINISTRATIVE Officer IV	OSEC-DOLEB-ADOF4-81-2004 (vice Abian)	SG-15	30,531.00	Bachelor's Degree	4 hours Relevant Training	1 Year relevant experience	CS Professional or Second Level Eligibility/ RA1080		DOLE-NCR (REGIONAL OFFICE- HR Unit)
8	ADMINISTRATIVE AIDE VI	OSEC-DOLEB-ADA6-117-2004 (vice Lorica)	SG 6	14,847.00	Completion of two years in college	none required	none required	CSC Sub-Professional or First Level Eligibility		DOLE-NCR (REGIONAL 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 October 15, 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](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:

**ATTY. SARAH BUENA S. MIRASOL**

Regional Director

967 MALIGAYA ST., MALATE, MANILA

email: [dolencrrecruitment2018@yahoo.com](mailto:dolencrrecruitment2018@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.