



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 23 May 2018**

*(Pursuant to RA 7041)*

**Requirements :**

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 15 June 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](mailto:dolencrrecruitment2018@gmail.com)***