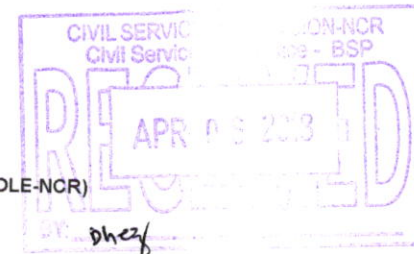


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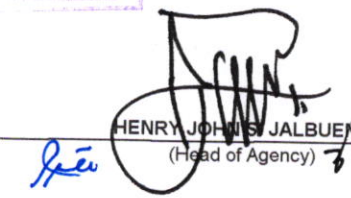
Republic of the Philippines
Department of Labor and Employment - National Capital Region (DOLE-NCR)
Request for Publication of Vacant Positions



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 B. JALBUENA
(Head of Agency)

Date: April 2, 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	LABOR AND EMPLOYMENT OFFICER III	OSEC-DOLEB-LEO3-127-2012 (vice Lumagbas)	SG-16	31,765.00	Bachelor's Degree	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 / Second Level Eligibility		DOLE-NCR
2	LABOR AND EMPLOYMENT OFFICER III	OSEC-DOLEB-LEO3-120-2012 (vice Atil)	SG-16	31,765.00	Bachelor's Degree	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 / Second Level Eligibility		DOLE-NCR
3	ADMINISTRATIVE AIDE VI	OSEC-DOLEB-ADA6-109-2004 (vice Santos)	SG-6	14,340.00	Completion of two-year studies in College	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
4	LABOR AND EMPLOYMENT OFFICER I	OSEC-DOLEB-LEO1-49-1998 (vice Dean)	SG-11	20,179.00	Bachelor's Degree	none required	none required	CS Professional / Second Level Eligibility		DOLE-NCR

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 April 20, 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.



PUBLICATION OF EXISTING VACANT POSITIONS
as of 02 April 2018
(Pursuant to RA 7041)

Requirements :

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 20 April 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.htm/>

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***