

PUBLICATION OF EXISTING VACANT POSITIONS

as of March 3, 2022

(Pursuant to RA 7041)

Applicants must meet the minimum requirements of the vacant position(s) and shall apply online at <https://clients.ncr.dole.gov.ph/ejap/> on or before **March 18, 2022**.

Requirements :

1. All applications must be submitted online otherwise it will not be acted upon.
2. Application Letter and properly accomplished Personal Data Sheet (PDS) with recent passport size picture and Work Experience Sheet (WES) must be uploaded in Portable Document Format (PDF) file.

Please address your application letter to :

ATTY. SARAH BUENA S. MIRASOL

Regional Director

DOLE-NCR

967 DOLE-NCR Bldg.

Maligaya St. Malate, Manila

***PDS and Work Experience Sheet may be downloaded at : <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>**

3. Only shortlisted applicants that applied online will be notified through the given email address and must submit the following additional documentary requirements :
 - a) Certificate of Eligibility (CSC / RA 1080 / PD 907)
 - b) Transcript of Records
 - c) Diploma
 - d) Copy of latest Performance Rating (IPCR) for government employee applicants.
 - e) Certificate of Employment with statement of actual duties and responsibilities
 - f) Certificate of training/seminars attended
4. All applicants will be notified through text or email on the status of their job application/s. Please make sure that you have provided the correct contact information in your application.

Requested by:

ATTY. SARAH BUENA S. MIRASOL

Regional Director

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:

LUELLA A. ABIAN
HRMO III

Date: _____ March 3, 2022

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	Accountant II	OSEC-DOLEB-A2-12-1998 (vice Tomas)	SG-16	38,150.00	Bachelor's Degree (Accounting Graduate)	Four (4) hours relevant training (preferably on Fundamentals of Finance and Accounting)	One (1) year relevant experience (preferably on Finance and Accounting Management)	RA1080 (CPA)		DOLE-NCR
2	Labor and Employment Officer III	OSEC-DOLEB-LEO3-317- 1998 (vice Lavado)	SG-16	38,150.00	Bachelor's Degree (Accounting Graduate)	Four (4) hours relevant training (preferably on Fundamentals of Finance and Accounting)	One (1) year relevant experience (preferably on Finance and Accounting Management)	CS Professional or Second Level Eligibility/ RA1080 (CPA)		DOLE-NCR
3	Labor and Employment Officer II	OSEC-DOLEB-LEO2-133- 1998 (vice Reparejo)	SG-13	29,798.00	Bachelor's Degree (Relevant to the job)	none required	none required	CS Professional or Second Level Eligibility/ RA1080		DOLE-NCR
4	Labor and Employment Officer II	OSEC-DOLEB-LEO2-195- 1998 (vice Bagadiong)	SG-13	29,798.00	Bachelor's Degree (Relevant to the job)	none required	none required	CS Professional or Second Level Eligibility/ RA1080		DOLE-NCR

5	Labor and Employment Officer III / Labor Inspector	OSEC-DOLEB-LEO3-140-2012 (vice Flores)	SG-16	38,150.00	Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws)	Four (4) hours relevant training 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 or Second Level Eligibility/ RA1080		DOLE-NCR
6	Labor and Employment Officer III	OSEC-DOLEB-LEO3-305-1998 (vice Molea)	SG-16	38,150.00	Bachelor's Degree (Relevant to the job)	Four (4) hours relevant training	One (1) year relevant experience	CS Professional or Second Level Eligibility/ RA1080		DOLE-NCR
7	Labor and Employment Officer III	OSEC-DOLEB-LEO3-324-1998 (vice Fijer)	SG-16	38,150.00	Bachelor's Degree	Four (4) hours relevant training	One (1) year relevant experience	CS Professional or Second Level Eligibility/ RA1080		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 March 18, 2022.

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 apply online at services.ncr.dole.gov.ph/ejap:

ATTY. SARAH BUENA S. MIRASOL

 Regional Director

 967 Maligaya St., Malate, Manila

www.ncr.dole.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.