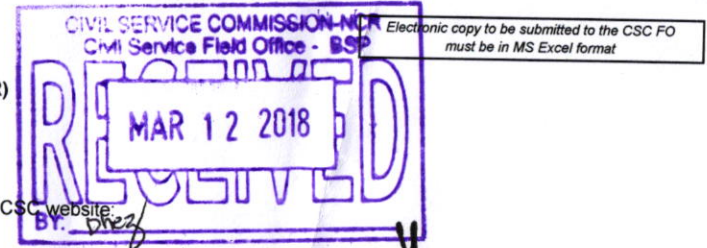


Republic of the Philippines  
Department of Labor and Employment - National Capital Region (DOLE-NCR)  
Request for Publication of Vacant Positions



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 S. JALBUENA  
(Head of Agency)  
Date: March 12, 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	Director II (Republication)	OSEC-DOLEB-DIR2-23-2009	SG-26	92,108.00	Master's Degree or Certificate in Leadership and Management from CSC	One Hundred Twenty (120) hours of supervisory/management learning and development	Five (5) years of supervisory and management experience	CS Professional or Second Level Eligibility		MUNTAPARLAS Field Office
2	Chief Administrative Officer (Republication)	OSEC-DOLEB-CADOF-52-2004	SG-24	73,299.00	Master's Degree or Certificate in Leadership and Management from CSC	Forty (40) hours of supervisory/management learning and development	Four (4) years of supervisory and management experience	CS Professional or Second Level Eligibility		Internal Management and Services Division
3	Supervising Labor and Employment Officer (Republication)	OSEC-DOLEB-SVLEO-55-1998	SG-22	58,717.00	Bachelor's Degree	Twenty-Four (24) hours relevant training	Three (3) years of relevant experience	CS Professional or Second Level Eligibility		Technical Support and Services Division - Labor Relations/Labor Standards

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 28, 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](http://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](mailto:dolencrrecruitment2018@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



## **PUBLICATION OF EXISTING VACANT POSITIONS**

**as of 12 March 2018**

*(Pursuant to RA 7041)*

### **Requirements :**

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 28 March 2018** :

1. Application letter addressed to :

**HENRY JOHN S. JALBUENA**  
Regional Director  
DOLE-National Capital Region  
DOLE-NCR Building  
967 Maligaya Street  
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.***