

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT- REGION VII
Request for Publication of Vacant Positions

CSC FO CEBU SOUTH

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Electronic copy to be submitted to the CSC FO must be in MS Excel format

DATE JUL 02 2021
TIME: 2:58pm

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (DEPARTMENT OF LABOR AND EMPLOYMENT- RO VII) in the CSC website:
(Name of Agency)

Date of publication and posting shall be July 2, 2021 from the date of actual publication in the CSC Job portal. Date: July 2, 2021
ENRIQUITO T. SATUITA
HRMD

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	Senior Labor and Employment Officer	2 Vacancies (OSEC-DOLEB-SRLEO-131-1998 and OSEC-DOLEB-SRLEO-136-1998)	SG 19	48,313	Bachelor's Degree	Eight (8) hours training in labor laws, safety and health, quality management systems and etc.	Two (2) years experience	Career Service Professional/Second Level Eligibility	At least Level 3 (Advance) of the following Competencies: Business Management, Risk Management, Technology Savvy, Research, Program and Project Management, Supply Chain Fundamentals	Any of DOLE7 Divisions/Field Offices as directed by the Management
2	Information System Analyst II	OSEC-DOLEB-INFOSA2-17-1998	SG 16	36,628	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/Second Level Eligibility	At least Level 2 (Intermediate) of the following competencies: Technology Savvy, Hardware and Software Maintenance, Systems Development, Website Design, Network Control, Database Design, Programming Knowledge, Debugging	DOLE-RO VII/Internal Management Services Division
3	Sheriff II	OSEC-DOLEB-SHE2-7-1998	SG 7	17,179	Completion of two (2) years studies in College	Not Required	Not Required	Career Service Sub-Professional/First Level Eligibility	At least Level 1 (Basic) of the following competencies: Technology Savvy, Risk Management, Administrative and Clerical Support, Crowd Control Management, Safety and Security	DOLE-RO VII/Mediation & Arbitration and Legal Service Unit
4	Contractual Labor and Employment Officer III	4 vacancies (Office of the Secretary)	SG 16	36,628	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/Second Level Eligibility	At least Level 2 (Intermediate) of the following Competencies: Business Management, Risk Management, Technology Savvy, Research, Program and Project Management, Supply Chain Fundamentals	Any of DOLE7 Divisions/Field Offices as directed by the Management

Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) are invited to apply and should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 12, 2021.

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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SALOME O. SIATON
Regional Director
DEPARTMENT OF LABOR AND EMPLOYMENT-RO VII
Corner Gorordo & Gen. Maxilom Avenue, Cebu City
dole_centralvisayas@yahoo.com / dole7_imsd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.