

Republic of the Philippines
NATIONAL LABOR RELATIONS COMMISSION
Request for Publication of Vacant Positions



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

Date of Publication

[Signature]
MANUEL DV. CASTILLO JR.
Senior Human Resource Specialist

26 NOV 2025
CSC - FO Office of the President

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the NATIONAL LABOR RELATIONS COMMISSION:

PAZ EUGENIA D. MERI-DYSANGCO
HRMO

Date: 11/26/2025

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	Administrative Officer I (Supply Officer I)	NLRCB-ADOF1-353-2004	10	25586	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	RAB V, Legazpi City
2	Administrative Aide VI (Clerk III)	NLRCB-ADA6-241-2004	6	18957	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	RAB V, Legazpi City
3	Administrative Aide VI (Stenographer II)	NLRCB-ADA6-272-2004	6	18957	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	RAB V, Legazpi City

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **December 26, 2025**

1. Application letter indicating the **POSITION AND PLANTILLA ITEM** with Place of Assignment being applied for, digitally or electronically signed;
2. Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2025) with recent passport-sized picture and thumbmark, digitally or electronically signed;
3. Accomplished Work Experience Sheet (CS Form No. 212 Attachment), digitally or electronically signed;
4. Certified True Copy of Performance rating in the last rating period with at least Very Satisfactory (VS) rating (if applicable);
5. Proof of eligibility/rating/license:
 - a. CSC Eligible: screenshot from CSEVS <https://csevs.csc.gov.ph/user/eligibility> (if applicable)
 - b. RA 1080 Eligible: screenshot from LERIS <https://verification.prc.gov.ph> (if applicable)
 - c. BAR Passer: scanned copy of BAR Rating and screenshot from Lawyers' List <https://sc.judiciary.gov.ph/lawyers-list> (if applicable)
6. Certified True Copy of Transcript of Records and Diploma; and
7. Training Certificates (if applicable)

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to apply via NLRC e-Apply and address their application letter to:

HON. CHERRY P. SARMIENTO

Executive Labor Arbiter, RAB V

3/F Tyler Building, Rizal St., Legazpi City -

(052) 742-4874

<https://nlrc.dole.gov.ph/vacancies>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.