

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 Word

Date of Publication
MANUEL DV. CASTILLO JR.
General Services Teamwork Specialist
09 DEC 2025

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.

SC - FO Office of the President

PAZ EUGENIA D. NERI-DY SANGCO
HRMO

Date: 12/5/2025

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 Assistant V (Stenographic Reporter III)	NLRCB-ADAS5-147-2004	11	30024	Completion of 2 years studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	RAB V, Legazpi City (reposted) (preferably with Shorthand units or Stenography Training)
2	Administrative Officer I (Supply Officer I)	NLRCB-ADOF1-357-2004	10	25586	Bachelor's degree	None required	None required	Career Service (Professional) Second 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 **January 5, 2026**

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.