

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

Date of Publication

~~GLADYS CLACER RIVERA~~
Human Resource Specialist

~~03 SEP 2025~~

To: CIVIL SERVICE COMMISSION (CSC)

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

Mona Lisa M. Vargas
MONA LISA M. VARGAS
HRMO

Date: 3-Sep-25

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	Administrative Aide VI (Clerk III)	NLRCB-ADA6-231-2004	6	18957	Completion of 2 years 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 I, San Fernando, La Union

Interested and qualified applicants should signify their interest in writing. Applicants must submit their application via NLRC e-Apply not later than **September 17, 2025**.

1. Signed application letter indicating **THE POSITION AND PLANTILLA ITEM** with Place of Assignment being applied for;
2. Notarized Personal Data Sheet (CS Form No. 212, Revised 2025) with recent passport-sized picture and thumbmark;
3. Accomplished Work Experience Sheet (CS Form No. 212 Attachment) which can be downloaded at www.csc.gov.ph;
4. Certified True Copy of Performance rating for the last 2 years (if applicable);
5. Proof of Eligibility:
 - a. CSC Eligibility: 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.

Please take note of the following reminders:

1. Deadline of submission of applications is until office close hours only. Late submission shall not be accepted.
2. Applications and supporting documents received through NLRC *e-Apply* should be in Portable Document File format.
3. All required documents will be strictly confidential.

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

HON. ROY ALFERT M. CARASIG

Executive Labor Arbiter

2/F GSMA Building, Gov. Ortega-Gen. Luna
Streets, San Fernando City, La Union - (072)
607-8362

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.