

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

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: **CSC - FO Office of the President**

PURDUE PEREZ  
NLRIO

Date: 5/6/2026

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 Aide I (Crafts & Trades Helper)	NLRCB-ADA1-385-2004	1	14634	Must be able to read and write	None required	None required	None required	N/A	RAB CAR, Baguio 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 **May 27, 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 ([nlrc.dole.gov.ph/vacancies](http://nlrc.dole.gov.ph/vacancies)) and address their application letter to:**

**HON. MALCOM P. BACUSO**  
Executive Labor Arbiter, RAB CAR  
3rd Floor Easter Weaving Inc. Building, #2 Guisad  
Central, Baguio City  
(074) 445-8380; 0917-685-8854  
<https://nlrc.dole.gov.ph/vacancies>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.