



Publication of Existing Vacant Position As of 29 November 2017 (Pursuant to RA 7041)

Requirements:

Applicants must at least meet the minimum requirements of the vacant position/s and must submit the following:

1. Application letter indicating the position applied for
2. Properly accomplished Personal Data Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph.
3. Photocopy of the following:
 - 3.1 Certificate of Eligibility (CSC or PRC)
 - 3.2 Transcript of Records
 - 3.3 Diploma
 - 3.4 Certificate of employment (if any)
 - 3.5 Certificate/s of relevant training/s attended (if any)
 - 3.6 Statement of duties and responsibilities which indicates the management and supervisory experience (for managerial and supervisory positions)
4. Address and submit your application to:

EXEQUIEL R. SARCAUGA
Regional Director
Department of Labor and Employment
Regional Office No. 5
DOLE V Bldg., Doña Aurora St., Old Albay, Legazpi City

Deadline for Submission of Application : 11 December 2017

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Position Title: **Administrative Officer V (Information Officer III)**
 Salary Grade: **18**
 No. of Position/s: **1**
 Item No/s.: **OSEC-DOLEB-ADOF5-110-2004**
 Job Qualifications:

- Bachelor's Degree
- 2 years of relevant experience
- 8 hours of relevant training
- Career Service Professional or Second Level Eligibility
- Knowledge of DOLE's Programs and Services

Position Title: **Labor and Employment Officer III**
 Salary Grade: **16**
 No. of Position/s: **1**
 Item No/s.: **OSEC-DOLEB-LEO3-107-1998**
 Job Qualifications:

- Bachelor's Degree
- 1 year of relevant experience
- 4 hours of relevant training
- Career Service Professional or Second Level Eligibility
- Knowledge of DOLE's Programs and Services

Position Title: **Labor and Employment Officer III (LLCO)**
 Salary Grade: **16**
 No. of Position/s: **1**
 Item No/s.: **OSEC-DOLEB-LEO3-143-2012**
 Job Qualifications:

- Bachelor's Degree (preferably BS Mechanical, Electrical, or Civil Engineering; Bachelor of Laws and BS Nursing)
- 1 year of relevant experience (preferably in Labor Standards and Occupational Safety and Health)
- 4 hours of relevant training (preferably in Labor Standards and Occupational Safety and Health)
- Career Service Professional or Second Level Eligibility
- Knowledge of applicable labor laws and department policies and procedures, proper inspection techniques and procedures and ability to interpret laws and standards and apply them to a particular situation

