



Publication of Existing Vacant Position As of 10 June 2022 (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 (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>.
3. Properly accomplished Work Experience Sheet (CS Form No. 212 Attachment) which can also be downloaded at www.csc.gov.ph.
4. For government employees, Individual Performance Commitment and Review (IPCR) for the last rating period
5. Photocopy of the following:
 - 5.1 Transcript of Records
 - 5.2 Diploma
 - 5.3 Certificate of employment
 - 5.4 Certificate/s of relevant training/s attended
 - 5.5 Statement of duties and responsibilities which indicates the management and supervisory experience
6. Address and submit your application to:

MA. ZENAIDA A. ANGARA-CAMPITA, CESO III
Regional Director
Department of Labor and Employment
Regional Office No. 5
DOLE V Bldg., Doña Aurora St., Old Albay, Legazpi City

All qualified applicants will be given equal employment opportunity without regard to age, sex, sexual orientation and gender identity (SOGI), civil status, disability, religion, ethnicity or political affiliations.

**Deadline for Submission of Application:
20 June 2022**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 5
Doña Aurora Street, Old Albay, Legazpi City
Tel. No. (052) 480-5830 / 480-5831 / 480-3058 / 481-0768

Position Title : **Chief Labor and Employment Officer (Chief LEO)**
Item No/s. : **OSEC-DOLEB-CLEO-55-1998**
OSEC-DOLEB-CLEO-12-2004
OSEC-DOLEB-CLEO-52-1998
Salary Grade : **24**
Monthly Salary : **₱ 88,410.00**
Division/Field Office: **DOLE RO5**
No. of Position/s : **Three (3)**

Job Qualifications:

- Master's Degree or Certificate of Leadership and Management from the CSC
- Forty (40) hours of supervisory/ management, learning and development
- Four (4) years of supervisory/ management experience
- Career Service (CS) Professional or 2nd Level Eligibility
- Knowledge of DOLE's programs and services will be an advantage.

Position Title : **Supervising Labor and Employment Officer (Sv. LEO)**
Item No/s. : **OSEC-DOLEB-SVLEO-86-1998**
Salary Grade : **22**
Monthly Salary : **₱ 69,963.00**
Division/Field Office: **DOLE RO5**
No. of Position/s : **One (1)**

Job Qualifications:

- Bachelor's Degree
- Sixteen (16) hours of training in management and supervision
- Three (3) years in position/s involving management and supervision
- Career Service (CS) Professional or 2nd Level Eligibility
- Knowledge of DOLE's programs and services will be an advantage.

Position Title : **Senior Labor and Employment Officer (Sr. LEO)**
Item No/s. : **OSEC-DOLEB-SRLEO-45-2012**
Salary Grade : **19**
Monthly Salary : **₱ 49,835.00**
Division/Field Office: **DOLE RO5**
No. of Position/s : **One (1)**

Job Qualifications:

- Bachelor's Degree
- Eight (8) hours of relevant training
- Two (2) years of relevant experience
- Career Service (CS) Professional or 2nd Level Eligibility
- Knowledge of DOLE's programs and services will be an advantage.