



## **Publication of Existing Vacant Position As of 18 January 2021 (Pursuant to RA 7041)**

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### **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](http://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 (if any)
  - 5.4 Certificate/s of relevant training/s attended (if any)
  - 5.5 Statement of duties and responsibilities which indicates the management and supervisory experience (for managerial and supervisory positions)
6. Address and submit your application to:

**JOEL M. GONZALES**  
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:  
28 January 2021**

**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 : **Labor and Employment Officer I (LEO I)**  
Item No/s. : **OSEC-DOLEB-LEO1-21-2009**  
Salary Grade : **11**  
Monthly Salary : **₱ 22,316.00**  
Division/Field Office: **DOLE RO5**  
No. of Position/s : **One (1)**

**Job Qualifications:**

- Bachelor's Degree
  - Career Service (CS) Professional or 2<sup>nd</sup> Level Eligibility
  - Knowledge of DOLE's programs and services will be an advantage.
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