



Publication of Existing Vacant Position As of 18 June 2020 (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 Certificate of Eligibility (CSC or PRC)
 - 5.2 Transcript of Records
 - 5.3 Diploma
 - 5.4 Certificate of employment (if any)
 - 5.5 Certificate/s of relevant training/s attended (if any)
 - 5.6 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:
01 July 2020**

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 : **Senior Labor and Employment Officer**
Item No/s. : **OSEC-DOLEB-SRLEO-101-1998**
Salary Grade : **19**
Monthly Salary : **₱ 46,791.00**
Division/Field Office: **DOLE RO5**
No. of Position/s : **One (1)**

Job Qualifications:

- Bachelor's Degree
- Career Service (CS) Professional or 2nd Level Eligibility
- Two (2) years of relevant experience
- Eight (8) hours of relevant training
- 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.