

Position Title : **Labor and Employment Officer III
(Labor Inspector)**
Item No/s. : **OSEC-DOLEB-LEO3-124-2012**
Salary Grade : **16**
Division/Field Office: **DOLE RO5**
No. of Position/s : **One (1)**

Job Qualifications:

- Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws or BS in Nursing)
- One (1) year relevant experience (preferably in Labor Standards and Occupational Safety and Health)
- Four (4) hours relevant training conducted by the Civil Service Commission-Accredited Training Institution (preferably in Labor Standards and Occupational Safety and Health)
- Career Service Professional or Second Level Eligibility

Brief Description of the Job:

Under general supervision, examines and evaluates existing laws pertaining to labor and employment and recommends amendments or proposes new policies along the office's particular field of concern; determines compliance with the minimum requirements of general labor standards including occupational safety and health standards and other related laws and issuances such as provision of wages, hours of work and other non-monetary benefits, condition of work premises, required personal protective equipment, health services and other related laws dealing with occupational health and safety.

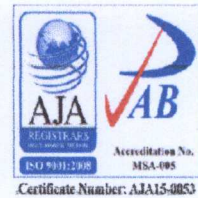
Position Title : **Labor and Employment Officer II**
Item No/s. : **OSEC-DOLEB-LEO2-42-1998**
Salary Grade : **13**
Division/Field Office: **DOLE RO5-Albay Field Office**
No. of Position/s : **One (1)**

Job Qualifications:

- Bachelor's Degree
- 1 year of relevant experience
- 24 hours of relevant training
- Career Service Professional or Second Level Eligibility

Brief Description of the Job:

Under general supervision, undertakes activities relative to employment generation, facilitation, preservation and maintenance of industrial peace, employment enhancement and protection and support to employment generation and other related work.



Publication of Existing Vacant Position As of 01 August 2018 (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 past 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:

ROVELINDA A. DELA ROSA
OIC-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 : 15 August 2018

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.