



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Muralla St., Intramuros, Manila



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 19 February 2018

ADMINISTRATIVE SERVICE

Requirements:

1. Application letter addressed to OIC-Director Quinoy indicating the position applied for and the item number.

OIC-Director EVANGELINE Q. QUINOY

Administrative Service

2nd Floor, DOLE Building, Intramuros, Manila

2. Duly accomplished Personal Data Sheet with latest passport size photo, sedula and thumb mark;
3. Copy of latest performance rating (for government employees);
4. Copy of TOR, Diploma and Certificate of Eligibility (CSC or RA 1080);
5. Certificate of Employment with actual duties and responsibilities (if applicable);
6. Certificate of seminars/trainings attended (if applicable); and,
7. Statement of duties and responsibilities which indicates the management and supervisory experience – for managerial and supervisory positions (if applicable).

Note: Only qualified applicants with complete requirements will be processed.

Position Title	: CHIEF ADMINISTRATIVE OFFICER (Supply Officer V) Republication
Item No/s.	: CADOF-42-2004
No. of Position/s	: 1
Division	: Property Division
Salary Grade	: 24 (P 73,299)

Job Qualifications

- Education : Master’s degree OR Certificate in Leadership and Management from the CSC
- Experience : Four (4) years in position involving management and supervision
- Training : Forty (40) hours of training in supervisory/management learning and development intervention undertaken within the last 5 years conducted by the CSC-Accredited Training Institutions
- Eligibility : CS Professional of 2nd Level eligibility

Brief Description of the Position

Under direction, provides policy guidance on the procurement, storage of supplies and equipment and proper disposal of unserviceable property in accordance with government prescribes standards.

Position Title	: ADMINISTRATIVE ASSISTANT III (Electrician Foreman) Republication
Item No/s.	: ADAS3-41-2004; ADAS3-42-2004
No. of Position/s	: 1
Division	: General Services Division
Salary Grade	: 9 (P 17,473)

Job Qualifications

- Education : High School graduate or Completion of relevant vocational/trade course
- Experience : One (1) year relevant experience
- Training : Four (4) hours of relevant training conducted by the CSC-Accredited Training Institutions
- Eligibility : Electrician (Building Wiring) (-250 volts) (MC 11, s. 1996 – Cat. I)

Brief Description of the Position

Under general supervision, plans, assigns and directs the work of a group of electricians and helpers in the installation, maintenance and repair of various types of electrical equipment.

Position Title	:	ADMINISTRATIVE AIDE VI (Mechanic II) Republication
Item No/s.	:	ADA6-40-2004
No. of Position/s	:	1
Division	:	General Services Division
Salary Grade	:	9 (P 17,473)

Job Qualifications

- Education : High School graduate or Completion of relevant vocational/trade course
- Experience : One (1) year relevant experience
- Training : Four (4) hours of relevant training conducted by the CSC-Accredited Training Institutions
- Eligibility : Mechanic (Automotive Servicing) (MC 11, s. 1996, as amended – Cat. II)

Brief Description of the Position

Under general supervision, disassembles motors, performs general overhauling, cleans engine parts, grinds and adjust valves, tunes up motors, and keeps record or repairs made, parts ordered and time spent on each job.

****nothing follows****