



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



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 17 January 2017

### **BUREAU OF LOCAL EMPLOYMENT**

#### **Requirements:**

1. Application letter addressed to Director Tutay indicating the position applied for and the item number.

**Director DOMINIQUE R. TUTAY**

Bureau of Local Employment  
6<sup>th</sup> Floor BF Condominium Bldg., Solana St.,  
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: Application with incomplete documentary requirements will not be acted upon.  
Only shortlisted applicant will be notified.**

<b>Position Title</b>	:	<b>CHIEF LABOR AND EMPLOYMENT OFFICER</b> (Anticipated Vacancy)
<b>Item No/s.</b>	:	CLEO-67-1998
<b>No. of Position/s</b>	:	1
<b>Division/ Office Assignment</b>	:	Program Management and Technical Support Services Division
<b>Salary Grade</b>	:	24 (P 64,416)

**Job Qualifications**

- Education : Master’s degree OR Certificate in Leadership and Management from CSC
- Experience : 4 years of supervisory and management experience
- Training : 40 hours of training in management and supervision  
conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : CS Professional or Second Level eligibility

**Brief Description of Position**

Formulates policies and procedures, assess and monitors the implementation of rules and regulations governing private recruitment and placement for local employment and employment of foreign nationals in the country particularly in the processing and issuance of Alien Employment Permit.

<b>Position Title</b>	:	<b>LABOR AND EMPLOYMENT OFFICER II</b> (Anticipated Vacancy)
<b>Item No/s.</b>	:	LEO2-2-1998
<b>No. of Position/s</b>	:	1
<b>Division/ Office Assignment</b>	:	Program Management and Technical Support Services Division
<b>Salary Grade</b>	:	13 (P 23,257)

**Job Qualifications**

- Education : Bachelor's degree
- Experience : None required
- Training : None required
- Eligibility : CS Professional or Second Level eligibility

**Brief Description of Position**

Under general supervision, assists in undertaking activities relating to the formulation, implementation and monitoring of the Bureau's programs and projects relative to the promotion of gainful employment opportunities.

**\*\*\*nothing follows\*\*\***