



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 20 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
6th 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 Transcript of Records and Diploma;
5. Copy of Certificate of Eligibility (CSC or RA 1080);
6. Certificate of Employment with actual duties and responsibilities (if applicable); and,
7. Certificate of seminars/trainings attended (if applicable).

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

Position Title : **LABOR AND EMPLOYMENT OFFICER II
(Anticipated Vacancy)**

No. of Position/s : 1

Item No/s. : LEO2-203-1998

Division : Employment Planning Division

Salary Grade : 13 (P 23,257.00)

Job Qualifications

Education : Bachelor's degree

Experience : None required

Training : None required

Eligibility : CS Professional or Second Level eligibility

Brief Description of the Position

Prepares and/or drafts technical documents, policy review papers, project proposals information and materials and reports on the Division's areas of concern.

******nothing follows******