



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 09 August 2016

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., Sonata 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); and,
6. Certificate of seminars/trainings attended (if applicable).

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

Position Title	: SENIOR LABOR AND EMPLOYMENT OFFICER Republication
Item No/s.	: SRLEO-11-2009
No. of Position/s	: 1
Division	: Program Management and Technical Support Services Division
Salary Grade	: 19 (P 36,409)

Job Qualifications

- Education : Bachelor’s degree
- Experience : Two (2) years of relevant experience
- Training : Four (4) hours of relevant training conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : CS Professional of Second Level eligibility

Brief Description of the Position

Under general supervision, assists in formulation of policies and procedures, assesses and monitors the implementation of rules and regulations governing private recruitment and placement for local employment.

Position Title	: LABOR AND EMPLOYMENT OFFICER II Republication
Item No/s.	: LEO2-55-1998
No. of Position/s	: 1
Division	: Employment Services and Labor Market Information Division
Salary Grade	: 13 (P 22,328)

Job Qualifications

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

Brief Description of the Position

Under general supervision, undertakes activities relative to the effective implementation of a national employment guidance service system.

Position Title : **ADMINISTRATIVE AIDE VI (Clerk III)**
Republication

Item No/s. : ADA6-59-2004

No. of Position/s : 1

Division : Employment Services and Labor Market Information Division

Salary Grade : 6 (P 13,378)

Job Qualifications

Education : Completion of two-year studies in college

Experience : One (1) year of relevant experience

Training : Four (4) hours of relevant training conducted by the Civil Service Commission-Accredited Training Institutions

Eligibility : CS Subprofessional of First Level eligibility

Brief Description of the Position

Takes charge of the various secretarial work, prepares and files communication and does other related work.

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