



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 05 October 2016

### **BUREAU OF LABOR RELATIONS**

#### **Requirements:**

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

**Atty. BENJO SANTOS M. BENAVIDEZ**

Director, Bureau of Labor Relations

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

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

<b>Position Title</b>	: <b>CHIEF LABOR AND EMPLOYMENT OFFICER</b> Republication
<b>Item No/s.</b>	: CLEO-3-1998
<b>No. of Position/s</b>	: 1
<b>Division</b>	: Program Management and Technical Support Services Division
<b>Salary Grade</b>	: 24 (P 56,610)

**Job Qualifications**

- Education : Master's degree **OR** Certificate in Leadership and Management from the CSC
- Experience : Four (4) years of supervisory/management experience
- Training : Forty (40) hours of supervisory/ management learning and development intervention undertaken within the last 5 years conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : CS Professional or Second Level eligibility

**Brief Description of the Position**

Supervises the monitoring and evaluation of program implementation by regional counterparts, the conduct of audit/examination of the books of accounts of public sector unions and the assistance in the exercise of appellate jurisdiction over RO decisions on audit.

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