



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 25 April 2017

BUREAU OF WORKING CONDITIONS

Requirements:

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

DIRECTOR MA. TERESITA S. CUCUECO

Bureau of Working Conditions

3rd 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); and,
6. 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)
Item No/s.	:	LEO2-134-1998
No. of Position/s	:	1
Division	:	Program Management and Technical Support Services 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

Integrates, analyzes and interprets data based on studies conducted relevant to labor policies and administration on the Division's areas of concern.

Position Title	:	LABOR AND EMPLOYMENT OFFICER I (Anticipated Vacancy)
Item No/s.	:	LEO1-16-1998
No. of Position/s	:	1
Division	:	Program Management and Technical Support Services Division
Salary Grade	:	11 (P 19,620.00)

Job Qualifications

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

Brief Description of the Position

Under takes major researches and submits recommendations on critical analysis of various reports and/or technical literatures concerning the information.

Position Title	:	ADMINISTRATIVE AIDE VI (CLERK III) (Anticipated Vacancy)
Item No/s.	:	*ADA6-75-2004 **ADA6-78-2004
No. of Position/s	:	2
Division	:	*Labor Standards Review and Appeals Division **Policy and Program Development Division
Salary Grade	:	6 (13,851.00)

Job Qualifications

- Education : Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course
- Experience : None required
- Training : None required
- Eligibility : CS Sub-professional or First Level Eligibility

Brief Description of the Position

Performs highly skilled and responsible clerical works and encodes communications, reports and other documents of the unit/division assigned

****nothing follows****