



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 16 November 2016

### **BUREAU OF WORKING CONDITIONS**

#### **Requirements:**

1. Application letter addressed to OIC-Director Curada indicating the position applied for and the item number.

**Atty. ALVIN B. CURADA**

OIC-Director, Bureau of Working Conditions  
3<sup>rd</sup> 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.**

<b>Position Title</b>	:	<b>LABOR AND EMPLOYMENT OFFICER III</b>
<b>Item No/s.</b>	:	LEO3-135-1998
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Policy and Program Development Division
<b>Salary Grade</b>	:	16 (P 28,417)

**Job Qualifications**

- Education : Bachelor's degree
- 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 Professional or Second Level eligibility

**Brief Description of the Position**

Initially prepares the necessary instruments and schedules needed for the conduct of researches, writes preliminary drafts of research findings the technical information and conducts preliminary analysis of survey data.

<b>Position Title</b>	:	<b>LABOR AND EMPLOYMENT OFFICER II</b>
<b>Item No/s.</b>	:	LEO2-132-1998
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Policy and Program Development Division
<b>Salary Grade</b>	:	13 (P 22,328)

**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

**Item No/s.** : LEO1-10-1998

**No. of Position/s** : 1

**Division** : Policy and Program Development Division

**Salary Grade** : 11 (P 19,077)

**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.

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