



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



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 07 April 2016

### **BUREAU OF WORKERS WITH SPECIAL CONCERNS**

#### **Requirements:**

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

**Director AHMMA CHARISMA L. SATUMBA**

Bureau of Workers with Special Concerns  
9<sup>th</sup> Floor, G.E. Antonino Building, T.M. Kalaw  
Corner J.Bocobo St., Ermita, 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>SUPERVISING LABOR AND EMPLOYMENT OFFICER</b>
<b>Item No/s.</b>	:	SVLEO-36-1998
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Workers Social Amelioration and Development Division
<b>Salary Grade</b>	:	22 (P 47,448)

**Job Qualifications**

- Education : Bachelor's degree
- Experience : Three (3) years of relevant experience
- Training : Sixteen (16) 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**

Under direction, assists in the management and development of programs and projects relative to employment generation, facilitation, preservation and maintenance of industrial peace, employment enhancement and protection and does related work.

<b>Position Title</b>	:	<b>SENIOR LABOR AND EMPLOYMENT OFFICER</b> Republication
<b>Item No/s.</b>	:	SRLEO-234-1998
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Workers Social Amelioration and Development Division
<b>Salary Grade</b>	:	19 (P 36,409)

**Job Qualifications**

- Education : Bachelor's degree
- Experience : Two (2) years of relevant experience
- Training : Eight (8) 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**

Under general supervision, assists in the formulation and recommendation of policies and programs that are intended to carry out the provisions of the Sugar Amelioration Act or RA 6982 and the Biofuels Act or RA 9367.

<b>Position Title</b>	:	<b>SENIOR LABOR AND EMPLOYMENT OFFICER</b> Republication
<b>Item No/s.</b>	:	SRLEO-236-1998
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Workers Social Amelioration and Development Division
<b>Salary Grade</b>	:	19 (P 36,409)

**Job Qualifications**

- Education : Bachelor's degree
- Experience : Two (2) years of relevant experience
- Training : Eight (8) 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**

Under general supervision, assists in the formulation of Bureau's strategic plan, thrusts and priorities concerning rural workers, women workers, young workers, working children, informal workers, differently abled, older and elderly workers and workers in the personal service of another.

<b>Position Title</b>	:	<b>LABOR AND EMPLOYMENT OFFICER III</b> Republication
<b>Item No/s.</b>	:	LEO3-270-1998
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Program Management and Technical Support Services 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**

Under general supervision, assists in the formulation of Bureau's strategic plan, thrusts and priorities concerning rural workers, women workers, young workers, working children, informal workers, differently abled, older and elderly workers and workers in the personal service of another.

<b>Position Title</b>	:	<b>LABOR AND EMPLOYMENT OFFICER III</b> Republication
<b>Item No/s.</b>	:	LEO3-280-1998
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Program Management and Technical Support Services 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**

Under general supervision, undertakes activities relative to national and local government agencies affecting young workers to facilitate their greater access to adequate social protection and welfare benefits, work employment and decent working conditions.

<b>Position Title</b>	:	<b>LABOR AND EMPLOYMENT OFFICER II</b>
<b>Item No/s.</b>	:	LEO2-160-1998
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Program Management and Technical Support Services 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**

Under general supervision, undertakes activities relative to national and local government agencies affecting young workers to facilitate their greater access to adequate social protection and welfare benefits, work employment and decent working conditions.

<b>Position Title</b>	:	<b>LABOR AND EMPLOYMENT OFFICER I</b>
<b>Item No/s.</b>	:	LEO1-18-1998
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Workers in the Informal Sector Division
<b>Salary Grade</b>	:	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 general supervision, undertakes activities relative to employment generation, facilitation, preservation and maintenance of industrial peace, employment enhancement and protection and does related work.

<b>Position Title</b>	:	<b>ADMINISTRATIVE AIDE VI (Clerk III)</b>
<b>Item No/s.</b>	:	ADA6-88-2004
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Young Workers Development Division
<b>Salary Grade</b>	:	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 or 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\*\*\*\*