



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



Certificate No.: AJA15-0048

## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 01 July 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);
7. Statement of duties and responsibilities which indicates the management and supervisory experience for managerial and supervisory positions (if applicable)

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

<b>Position Title</b>	:	<b>CHIEF LABOR AND EMPLOYMENT OFFICER</b>
<b>Item No/s.</b>	:	CLEO-10-1998
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Workers Social Amelioration and Development 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**

Provides consultative and advisory services to DOLE officials in reaching out substantive decisions on matters relating to employment generation, facilitation, preservation and maintenance of industrial peace, employment enhancement and protection.

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