



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 05 October 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
9th 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.

Position Title	:	LABOR AND EMPLOYMENT OFFICER II Republication
Item No/s.	:	LEO2-160-1998
No. of Position/s	:	1
Division	:	Program Management and Technical Support Services Division
Salary Grade	:	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.

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