



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 19 February 2018

BUREAU OF LABOR RELATIONS

Requirements:

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

Atty. BENJO SANTOS M. BENAVIDEZ

Director, Bureau of Labor Relations

6th Floor BF Condominium Bldg., Solana St.,
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	: CHIEF LABOR AND EMPLOYMENT OFFICER (Republication)
Item No/s.	: CLEO-3-1998
No. of Position/s	: 1
Division	: Program Management and Technical Support Services Division
Salary Grade	: 24 (P 73,299)

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

Supervises the monitoring and evaluation of program implementation by regional counterparts, the conduct of audit/examination of the books of accounts of public sector unions and the assistance in the exercise of appellate jurisdiction over RO decisions on audit.

Position Title	: INFORMATION SYSTEMS ANALYST II (Republication)
Item No/s.	: INFOSA2-21-2009
No. of Position/s	: 1
Division	: Policy and Program Development Division
Salary Grade	: 16 (P 30,044)

Job Qualifications

- Education : Bachelor's degree relevant to the job
- 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 analysis, design and maintenance of information systems, assists in the conduct of technical training to managers and users of information systems and does related work.

Position Title	:	STATISTICIAN II
Item No/s.	:	STAT2-9-1998
No. of Position/s	:	1
Division	:	Union Registration and Workers' Empowerment Division
Salary Grade	:	15 (P 26,192)

Job Qualifications

- Education : Bachelor's degree relevant to the job
- 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 immediate supervision, performs skilled statistical work in the compilation, verification, analysis, presentation and interpretation of statistical data and does related work.

Position Title	:	ADMINISTRATIVE AIDE IV (Reproduction Machine Operator II)
Item No/s.	:	ADA4-47-2004
No. of Position/s	:	1
Division	:	Office of the Bureau Director
Salary Grade	:	4 (P 12,674)

Job Qualifications

- Education : Elementary School Graduate
- Experience : None Required
- Training : None Required
- Eligibility : MC 10 series of 2013, Cat. III (*requires no eligibility*)

Brief Description of the Position

Under general supervision, performs secretarial services and does related work

****nothing follows****