



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



Certificate Number: AJA15-0048

## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 10 January 2019

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

#### **Requirements:**

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

**Director MA. KARINA PERIDA-TRAYVILLA**

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>LABOR AND EMPLOYMENT OFFICER I</b>
<b>Item No/s.</b>	:	LEO1-28-1998
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Program Monitoring and Technical Support Services Division
<b>Salary Grade</b>	:	11 (P 20,179.00)

**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.

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