



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 06 February 2018

### **DOLE-NATIONAL CAPITAL REGION**

#### **Requirements:**

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 28 February 2018**:

1. Application letter addressed to:

**HENRY JOHN S. JALBUENA**  
Regional Director  
DOLE-NCR  
967 DOLE-NCR Bldg. Maligaya St.  
Malate Manila

2. Properly accomplished Personal Data Sheet (PDS) with latest passport size picture, Work Experience Sheet and Resume

**\*PDS and Work Experience Sheet can be downloaded to:**

***<http://csc.gov.ph/2014/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>***

3. Copy of latest performance rating (for government employees);
4. Photocopy of the following:
  - Certificate of Eligibility (CSC / RA 1080 / PD 907)
  - Transcript of Records
  - Diploma
5. Certificate of Employment with actual duties and responsibilities; and,
6. Certificate of seminars/trainings attended (if applicable).

***\*Application with incomplete documentary requirements will not be acted upon.***

***\*\*Only shortlisted applicants will be notified.***

***\*\*\*You can also email at [dolencrrecruitment2018@gmail.com](mailto:dolencrrecruitment2018@gmail.com)***

<b>Position Title</b>	:	<b>LABOR AND EMPLOYMENT OFFICER II</b>
<b>Item No/s.</b>	:	OSEC-DOLEB-LEO2-187-1998 ( <i>vice Arriola</i> ) OSEC-DOLEB-LEO2-133-1998 ( <i>vice Dilao</i> )
<b>No. of Position/s</b>	:	2
<b>Division</b>	:	Technical Support and Services Division - Labor Relation/Labor Standard
<b>Salary Grade</b>	:	13 (P 24,224.00 plus P 2,000.00 allowance)

**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, assists in the implementation of laws, policies, rules, guidelines, regulations and standards for specific programs; assists in the consolidation and preparation of periodic monitoring and evaluation reports indicating performance or status of project of the different programs and activities of the Regional Office specifically on employment regulation services; facilitates processing and release of application for permits, certificates and grants.

<b>Position Title</b>	:	<b>LABOR AND EMPLOYMENT OFFICER I</b>
<b>Item No/s.</b>	:	OSEC-DOLEB-LEO1-22-1998 ( <i>vice Villafuerte</i> )
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Internal Management and Services Division (IMSD)
<b>Salary Grade</b>	:	11 (P 20,179.00 plus P 2,000.00 allowance)

**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, assists in the management, maintenance, retrieval and disposition of official records and documents of the Regional Office; prepares and routes Certificate of No Pending Case requested by clients; assigns and records number codes of Office Orders; maintains up-to-date database records and documents; facilitates transmittal of records and documents to the different field offices, divisions and units.

<b>Position Title</b>	:	<b>ADMINISTRATIVE ASSISTANT I</b>
<b>Item No/s.</b>	:	OSEC-DOLEB-ADAS1-50-2004 ( <i>vice Asuncion</i> )
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Internal Management and Services Division (IMSD)
<b>Salary Grade</b>	:	7 (P 15,254.00) plus P 2,000.00 allowance

**Job Qualifications**

Education : Completion of two (2) years studies in College

Experience : None Required

Training : None Required

Eligibility : CS Sub-Professional or First Level Eligibility

**Brief Description of the Position**

Under the general supervision, assists in the preparation of necessary documents/ attachments related to the procurement of office supplies/materials and equipment and for repairs and maintenance of office vehicle; conducts annual inventory of office equipment/ properties and monthly inventory of office supplies and materials; receives and acts on requisition of supplies, materials and equipment; updates documents/forms related to inventory of supplies, billing statements and stocks.

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