



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 06 February 2018

DOLE-REGIONAL OFFICE 11

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:

RAYMUNDO G. AGRAVANTE

Regional Director

DOLE-Region 11

4th Floor Davao Ching Printer Bldg.

cor. Dacudao Ave. and Lakandula St.

Agadao, Davao City

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***

Position Title	:	LABOR AND EMPLOYMENT OFFICER III/LABOR INSPECTOR
Item No/s.	:	OSEC-DOLEB-LEO3-147-2012 (vice Paqueo)
No. of Position/s	:	1
Field Office	:	DOLE Region 11
Salary Grade	:	16 (P 31,765.00 plus P 2,000.00 allowance)

Job Qualifications

Education : Bachelor’s Degree (preferably BS Mechanical, Electrical or Civil Engineering, Bachelor of Laws or BS Nursing)

Experience : One (1) year relevant experience (preferably in Labor Standards and Occupational Safety and Health)

Training : Four (4) hours relevant training conducted by the Civil Service Commission-Accredited Training Institutions (preferably in Labor Standards and Occupational Safety and Health)

Eligibility : CS Sub-Professional or First Level eligibility

Brief Description of the Position

Under general supervision, examines and evaluates existing laws pertaining to labor and employment and recommends amendments or proposes new policies along the office’s particular field of concern; determines compliance with the minimum requirements of general labor standards including occupational safety and health standards and other related laws issuances such as provision of wages, hours of work and other non-monetary benefits, condition of work premises, required personal protective equipment, health services and other related laws dealing with occupational health and safety.

****nothing follows****