



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 17 February 2017

HUMAN RESOURCE DEVELOPMENT SERVICE

Requirements:

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

Director VIOLETA N. MUÑOZ

Human Resource Development Service
5th Floor, DOLE Building, 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 : **ADMINISTRATIVE ASSISTANT II**
(Human Resource Management Assistant)
Anticipated vacancy

Item No/s. : ADAS2-32-2004

No. of Position/s : 1

Division : Personnel Administration Division

Salary Grade : 8 (P 15,818)

Job Qualifications

Education : Completion of two (2) years of college studies

Experience : One (1) year of relevant experience

Training : Four (4) hours of relevant training

Eligibility : CS Subprofessional of First Level eligibility

(Preferably with background in Information Technology, data management and maintenance, and word processing)

Brief Description of the Position

Under immediate supervision, assists in the formulations and updating of personnel policies and programs on Selection and Placement, Employee Benefits, Welfare, and Compensation.

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