



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 04 May 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);
6. Certificate of seminars/trainings attended (if applicable); and,
7. Statement of duties and responsibilities which indicates the management and supervisory experience – for managerial and supervisory positions (if applicable).

Note: Only qualified applicants with complete requirements will be processed.

Position Title : **ADMINISTRATIVE OFFICER IV
(Human Resource Management Officer II)**

Item No/s. : ADOF4-30-2009

No. of Position/s : 1

Division : Personnel Administration Division

Salary Grade : 15 (P 29,010)

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 of Second Level eligibility

Brief Description of the Position

Under general supervision, assists in the implementation of HRM programs geared towards the attainment of a competent and productive workforce and does related work .

******nothing follows******