



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

### **HUMAN RESOURCE DEVELOPMENT SERVICE**

#### **Requirements:**

1. Application letter addressed to OIC Peji indicating the position applied for and the item number.

**OIC Brenalyn A. Peji**

Human Resource Development Service  
5<sup>th</sup> 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.**

<b>Position Title</b>	:	<b>ADMINISTRATIVE OFFICER II (Human Resource Management Officer I)</b>
<b>Item No/s.</b>	:	ADOF2-69-2004
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Personnel Administration Division
<b>Salary Grade</b>	:	11 (P 20,179.00)

**Job Qualifications**

- Education : Bachelor's degree relevant to the job
- 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 HRM programs geared towards the attainment of a competent and productive workforce and does related work.

<b>Position Title</b>	:	<b>ADMINISTRATIVE ASSISTANT II (Human Resource Management Assistant)</b>
<b>Item No/s.</b>	:	ADAS2-32-2004
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Personnel Administration Division
<b>Salary Grade</b>	:	8 (P 16,282.00)

**Job Qualifications**

- Education : Completion of two (2) years studies in College
- Experience : Four (4) hours of relevant training
- Training : One (1) Year of relevant experience
- Eligibility : CS Subprofessional or First 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\*\*\*\***