



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 19 February 2018

INTERNAL AUDIT SERVICE

Requirements:

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

Director NENITA O. GARCIA

Internal Audit Service

4th 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 ASSISTANT I (Secretary I)

Item No/s. : ADAS1-47-2004

No. of Position/s : 1

Division : Office of the Director

Salary Grade : 7 (P 15,254)

Job Qualifications

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

Experience : None required

Training : None required

Eligibility : CS Subprofessional of 1st Level eligibility

Brief Description of the Position

Takes charge of the various secretarial work, prepares and files communication and does other related work.

****nothing follows****