



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



Certificate No.: AJA15-0048

## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 03 January 2017

### **INTERNAL LABOR AFFAIRS BUREAU**

#### **Requirements:**

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

**Director JESUS A. CRUZ JR.**

International Labor Affairs Bureau

2<sup>nd</sup> Floor, DOLE Building, Intramuros, Manila

1. Duly accomplished Personal Data Sheet with latest passport size photo, sedula and thumb mark;
2. Copy of latest performance rating (for government employees);
3. Copy of TOR, Diploma and Certificate of Eligibility (CSC or RA 1080);
4. Certificate of Employment with actual duties and responsibilities (if applicable);
5. Certificate of seminars/trainings attended (if applicable); and,
6. 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** : **CHIEF LABOR AND EMPLOYMENT OFFICER**

**Item No/s.** : CLEO-24-1998

**No. of Position/s** : 1

**Division/  
Office Assignment** : Middle Eastern and African Affairs Division

**Salary Grade** : 24 (P 64,416)

**Job Qualifications**

Education : Master's degree OR Certificate in Leadership and Management from CSC

Experience : 4 years of supervisory and management experience

Training : 40 hours of training in management and supervision

conducted by the Civil Service Commission-Accredited Training Institutions

Eligibility : CS Professional or Second Level eligibility

**Brief Description of Position**

Provides technical assistance, supervision, monitoring and evaluation of operations of the Philippine Overseas Labor Offices (POLOs), all over the world which were created for purposes of determining overseas employment and market opportunities, attending to welfare concerns of OFWs and strengthening diplomatic ties in their respective areas of concerns.

**\*\*\*\*nothing follows\*\*\*\***