



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 10 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

2nd 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 : **SENIOR LABOR AND EMPLOYMENT OFFICER**

Item No/s. : SRLEO-144-1998

No. of Position/s : 1

Division : Asian and Pacific Affairs Division

Salary Grade : 19 (P 39,151)

Job Qualifications

Education : Bachelor's degree

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 or Second Level eligibility

Brief Description of the Position

Under immediate supervision, provides technical assistance in the operations of the Philippine Overseas Labor Offices all over the world.

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