



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 24 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 : **SUPERVISING LABOR AND EMPLOYMENT OFFICER
(Anticipated vancancy)**

Item No/s. : SVLEO-1-1998

No. of Position/s : 1

**Division/
Office Assignment** : Asian and Pacific Affairs Division

Salary Grade : 22 (P 52,783)

Job Qualifications

Education : Bachelor's degree

Experience : Three (3) years of relevant experience

Training : Sixteen (16) hours of relevant training conducted by the Civil Service
Commission-Accredited Training Institutions

Eligibility : CS Professional or Second Level eligibility

Brief Description of Position

Provides technical assistance, 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****