



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



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 05 October 2016

### **INTERNATIONAL LABOR AFFAIRS BUREAU**

#### **Requirements:**

1. Application letter addressed to Director Cruz Jr. 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

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.**

**Position Title** : **ADMINISTRATIVE ASSISTANT III (SECRETARY II)**

**Item No/s.** : ADAS3-40-2004

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

**Division** : Office of the Bureau Director

**Salary Grade** : 9 (P 16,512)

**Job Qualifications**

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

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 Subprofessional or First Level eligibility

**Brief Description of the Position**

Under general supervision, performs secretarial services and does related work.

**Position Title** : **ADMINISTRATIVE AIDE VI (CLERK III)**

**Item No/s.** : ADA6-45-2004

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

**Division** : International Relations and Cooperation Division

**Salary Grade** : 6 (P 13,378)

**Job Qualifications**

Education : Completion of two-year studies in college

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 Subprofessional or First Level eligibility

**Brief Description of the Position**

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

**Position Title** : **ADMINISTRATIVE AIDE VI (CLERK III)**  
Republication

**Item No/s.** : ADA6-71-2004

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

**Division** : American and European Affairs Division

**Salary Grade** : 6 (P 13,378)

**Job Qualifications**

Education : Completion of two-year studies in college

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 Subprofessional or First Level eligibility

**Brief Description of the Position**

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

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