



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 21 October 2016

INFORMATION AND PUBLICATION SERVICE

Requirements:

1. Application letter addressed to OIC-Director Rubio indicating the position applied for and the item number.

OIC-Director GERRY S. RUBIO

Information and Publication Service

6th 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 OFFICER V (Information Officer III)

Item No/s. : ADOF5-26-2009

No. of Position/s : 1

Division : Information and Publication Division

Salary Grade : 18 (P 33,452)

Job Qualifications

Education : Bachelor's degree relevant to the job

Experience : Two (2) years of relevant experience

Training : Eight (8) hours of relevant training conducted by the Civil Service Commission-Accredited Training Institutions

Eligibility : CS Professional of Second Level eligibility

Brief Description of the Position

Under general supervision, takes charge of various information dissemination and media activities of the office, and does related work.

****nothing follows****