



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



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 19 February 2018

### **INTERNATIONAL LABOR AFFAIRS BUREAU**

#### **Requirements:**

1. Application letter addressed to OIC Visperas indicating the position applied for and the item number.

**MS. ALICE Q. VISPERAS**

Officer-in-Charge, 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.**

<b>Position Title</b>	:	<b>SUPERVISING LABOR AND EMPLOYMENT OFFICER (Republication)</b>
<b>Item No/s.</b>	:	*SVLEO-24-1998 **SVLEO-1-1998
<b>No. of Position/s</b>	:	1
<b>Division/ Office Assignment</b>	:	*Middle Eastern and African Affairs Division **Asian and Pacific Affairs Division
<b>Salary Grade</b>	:	22 (P 58,717)

#### **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.

<b>Position Title</b>	:	<b>ADMINISTRATIVE ASSISTANT III (SECRETARY II) (Republication)</b>
<b>Item No/s.</b>	:	ADAS3-40-2004
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Office of the Bureau Director
<b>Salary Grade</b>	:	9 (P 17,473)

#### **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.

<b>Position Title</b>	:	<b>ADMINISTRATIVE AIDE VI (CLERK III) (Republication)</b>
<b>Item No/s.</b>	:	ADA6-45-2004
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	International Relations and Cooperation Division
<b>Salary Grade</b>	:	6 (P 14,340)

**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.

<b>Position Title</b>	:	<b>ADMINISTRATIVE AIDE VI (CLERK III) (Republication)</b>
<b>Item No/s.</b>	:	ADA6-71-2004
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	American and European Affairs Division
<b>Salary Grade</b>	:	6 (P 14,340)

**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\*\*\*\*