



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

### **LABOR COMMUNICATIONS OFFICE**

#### **Requirements:**

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

**OIC-Director GERRY S. RUBIO**

Labor Communications Office

6<sup>th</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>ADMINISTRATIVE ASSISTANT I (Secretary I)</b> Republication
<b>Item No/s.</b>	: ADAS1-44-2004
<b>No. of Position/s</b>	: 1
<b>Division</b>	: Office of the Director
<b>Salary Grade</b>	: 7 (P 14,331)

**Job Qualifications**

- Education : Completion of two-year studies in college
- Eligibility : CS Subprofessional of First Level eligibility

**Brief Description of the Position**

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

<b>Position Title</b>	: <b>ADMINISTRATIVE AIDE VI (Clerk III)</b> Republication
<b>Item No/s.</b>	: ADA6-77-2004
<b>No. of Position/s</b>	: 1
<b>Division</b>	: Information and Publication Division
<b>Salary Grade</b>	: 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 of First Level eligibility

**Brief Description of the Position**

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

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