



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 12 January 2017

LEGAL SERVICE

Requirements:

1. Application letter addressed to Atty. Marquez indicating the position applied for and the item number.

Atty. JAL A. MARQUEZ

Officer-in-Charge

Legal 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	: ATTORNEY III
Item No/s.	: ATY3-3-2010; ATY3-4-2010
No. of Position/s	: 2
Division	: Legal Representation Division
Salary Grade	: 21 (P 47,779)

Job Qualifications

- Education : Bachelor of Laws
- Experience : One (1) year of relevant experience
- Training : Four (4) hours of relevant training conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : RA 1080 (BAR)

Brief Description of the Position

Under general supervision, performs a complex/moderately difficult and responsible work and assists the Attorney IV/V in the conduct of independent legal researches on existing laws, policies, rules and regulations relating to labor and employment, investigates and provides legal advice, and does related work.

Position Title	: ADMINISTRATIVE ASSISTANT III (Stenographic Reporter II)
Item No/s.	: ADAS3-50-2004
No. of Position/s	: 1
Division	: Case Review and Investigation Division
Salary Grade	: 9 (P 16,986)

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 : Career Service Subprofessional or First Level eligibility

Brief Description of the Position

Under general supervision, takes and transcribes short hand notes of testimonies, comments of witnesses and other officials of the organization and does related work.

****nothing follows****