



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 08 February 2019

LEGAL SERVICE

Requirements:

1. Application letter addressed to Director Paredes indicating the position applied for and the item number.

Atty. PHILIP A. PAREDES

Director, Legal Service

6th Floor, DOLE Building, Intramuros, Manila

2. Duly accomplished Personal Data Sheet with latest passport size photo,
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);
6. Certificate of seminars/trainings attended (if applicable); and,
7. Statement of duties and responsibilities which indicates the management and supervisory experience-for managerial and supervisory positions (if applicable).

Note: Only qualified applicants with complete requirements will be processed.

Position Title	:	ATTORNEY III
Item No/s.	:	ATY3-4-1998 ATY3-5-1998
No. of Position/s	:	2
Division	:	Case Review and Investigation Division
Salary Grade	:	21 (P 52, 554.00)

Job Qualifications

- Education : Bachelor of Laws
- Experience : One (1) year of relevant experience
- Training : Four (4) hours of relevant training
- Eligibility : Bar (RA 1080)

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	:	ATTORNEY II
Item No/s.	:	*ATY2-1-1998 *ATY2-3-1998 **ATY2-4-1998 **ATY2-6-1998
No. of Position/s	:	4
Division	:	*Legal Research and Assistance Division ** Case Review and Investigation Division
Salary Grade	:	18 (P 38, 085.00)

Job Qualifications

- Education : Bachelor of Laws
- Experience : None required
- Training : None required
- Eligibility : Bar (RA 1080)

Brief Description of the Position

Under general supervision, assists in the conduct of legal researches on existing laws, policies rules and regulations relating to labor and employment and does related work.