



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 03 March 2017

DOLE-NATIONAL CAPITAL REGION

Requirements:

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

Regional Director JOHNSON G. CAÑETE

DOLE-National Capital Region

DOLE-NCR Building, Maligaya St., Malate, Manila

hrsd.dole.ncr@gmail.com

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: Application with incomplete documentary requirements will not be acted upon.

Only shortlisted applicant will be notified.

Deadline of submission is not late than 18 March 2017.

Position Title	: LABOR AND EMPLOYMENT OFFICER III
Item No/s.	: LEO3-326-1998; LEO3-300-1998; LEO3-288-1998
No. of Position/s	: 1
Division	: PAPAMAMARISAN Field Office; Manila Field Office; MUNTAPARLAS Field Office
Salary Grade	: 16 (P 30,044)

Job Qualifications

- Education : Bachelor’s degree
- 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 Professional of Second Level eligibility

Brief Description of the Position

Under general supervision, assists in the implementation of laws, policies, rules, guidelines, regulations and standards as focal person for specific program; drafts technical papers/reports, activity proposals/information materials and other literatures relative to the specific program/s handled; facilitates processing of application for permits, certificates and grants; examines and evaluates proposals, qualifications and documentary requirements relative to the application for permits, certificates and grants; facilitates release of grants (cash and/or kind) to identified beneficiaries; assists in conducting training programs/advocacy activities on the organization’s programs services; prepares memoranda, endorsement and other simple communications.

****nothing follows****