



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 28 October 2016

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

Only shortlisted applicant will be notified.

Deadline of submission is not later than 18 November 2016.

Position Title	:	DIRECTOR II
Item No/s.	:	DIR2-23-2009
No. of Position/s	:	1
Division/ Office Assignment	:	MUNTAPARLAS Field Office
Salary Grade	:	26 (P 67,690)

Job Qualifications

- Education : Master's degree OR Certificate in Leadership and Management from CSC
- Experience : 5 years of supervisory and management experience
- Training : 120 hours of training in management and supervision
conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : CS Professional or Second Level eligibility

Brief Description of Position

Oversees the implementation of programs, projects, and activities based on the assigned commitments and of researches/studies of the Division and evaluates recommendations based on these studies; provides reports on consultative and advisory services to the Regional Director and Assistant Regional Director in reaching out substantive decisions on matters relating to preservation and maintenance of industrial peace, employment regulations and services; assists the Regional Director and Assistant Regional Director in undertaking technical supervision over the Field Offices, and/or implementing laws and policies and programs; plans and supervises the implementation of programs and projects assigned to the Division; establishes linkages and/or confers with governmental and non-governmental agencies, employers, and workers organizations regarding policies, programs, research priorities on Division's area of operation.

Position Title	:	MEDIATOR-ARBITER (Republication)
Item No/s.	:	MARB-5-1998
No. of Position/s	:	1
Division/ Office Assignment	:	Mediation-Arbitration and Legal Services Unit
Salary Grade	:	25 (P 61,971)

Job Qualifications

- Education : Bachelor of Laws
- Experience : 4 years of relevant experience
- Training : 24 hours of relevant training
- Eligibility : RA 1080 (Bar)

Brief Description of Position

Under direction, hears, and decides cases involving representation cases and inter-intra union disputes; drafts decisions, orders and resolutions on such cases as labor standards, Alien Employment Permit, PRPA and union cancellation; resolves certification election cases, inter and intra-union disputes; provides legal advice/assistance to clients through phone and written queries relative to labor laws, rules and their application; drafts comments, answers and other necessary pleading on inter-intra union cases elevated to Higher Court or agency whenever needed.

Position Title	:	CHIEF ADMINISTRATIVE OFFICER (Republication)
Item No/s.	:	CADOF-52-2004
No. of Position/s	:	1
Division/ Office Assignment	:	Internal Management Services Division
Salary Grade	:	24 (P 56,610)

Job Qualifications

- Education : Master’s degree OR Certificate in Leadership and Management from CSC
- Experience : 4 years of supervisory and management experience
- Training : 40 hours of training in management and supervision
conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : CS Professional or Second Level eligibility

Brief Description of Position

Directs and supervises the activities of employees engaged in providing internal management services; oversees the implementation of the Regional Office’s human resource, administrative, management, internal control, budgetary and financial policies; supervises and monitors preparation and submission of various administrative reports; plans and supervises the managing of resources of the Regional Office.

Position Title	:	CHIEF LABOR AND EMPLOYMENT OFFICER (Republication)
Item No/s.	:	CLEO-23-1998
No. of Position/s	:	1
Division/ Office Assignment	:	Technical Services and Support Division-Labor Relations/Labor Standards
Salary Grade	:	24 (P 56,610)

Job Qualifications

- Education : Master's degree OR Certificate in Leadership and Management from CSC
- Experience : 4 years of supervisory and management experience
- Training : 40 hours of training in management and supervision
conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : CS Professional or Second Level eligibility

Brief Description of Position

Directs and supervises the activities of employees engaged in providing internal management services; oversees the implementation of the Regional Office's human resource, administrative, management, internal control, budgetary and financial policies; supervises and monitors preparation and submission of various administrative reports; plans and supervises the managing of resources of the Regional Office.

Position Title	:	SENIOR LABOR AND EMPLOYMENT OFFICER (Labor Laws Compliance Officer)
Item No/s.	:	SRLEO-173-2012 (Anticipated Vacancy)
No. of Position/s	:	1
Division/ Office Assignment	:	Makati-Pasay Field Office
Salary Grade	:	19 (P 36,409)

Job Qualifications

- Education : Bachelor's degree (preferably BS Electrical, Mechanical and Civil Engineering, Bachelor of Laws and BS Nursing)
- Experience : 2 years relevant experience (preferably in Labor Standards and Occupational Safety and Health)
- Training : 8 hours of relevant training conducted by the Civil Service Commission-Accredited Training Institutions (preferably in Labor Standards and Occupational Safety and Health)
- Eligibility : CS Professional or Second Level eligibility

Brief Description of Position

Under general supervision, examines and evaluates existing laws pertaining to labor and employment and recommends amendments or proposes new policies along the office's particular field of concern; determines compliance with the minimum requirements of general labor standards including occupational safety and health standards and other related laws issuances such as provision of wages, hours of work and other non-monetary benefits, condition of work premises, required personal protective equipment, health services and other related laws dealing with occupational health and safety.

Position Title	:	LABOR AND EMPLOYMENT OFFICER II
Item No/s.	:	LEO2-184-1998
No. of Position/s	:	1
Division	:	Internal Management Services Division
Salary Grade	:	13 (P 22,328)

Job Qualifications

- Education : Bachelor's degree
- Experience : None required
- Training : None required
- Eligibility : CS Professional or Second Level eligibility

Brief Description of Position

Under immediate supervision, assists in various activities relating to management improvement programs and internal control systems, and building maintenance; conducts technical inspection of delivered supplies, materials, equipment, and services rendered; prepares periodic and required reports by agency officials and other government offices; and prepares necessary documents/attachments related to repairs and maintenance of office equipment and vehicles and documents necessary for the renewal of Insurance Registration/License and processes claims.