



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 20 June 2018

PLANNING SERVICE

Requirements:

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

Director ADELINE T. DE CASTRO

Planning 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);
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 : **PLANNING OFFICER IV**

Item No/s. : PLO4-1-1998

No. of Position/s : 1

Division : Planning and Programming Division

Salary Grade : 22 (P 58,717)

Job Qualifications

Education : Bachelor's degree relevant to the job

Experience : Three (3) years of relevant experience

Training : Sixteen (16) hours of relevant training conducted by the CSC-Accredited Training Institutions

Eligibility : CS Professional of 2nd Level eligibility

Brief Description of the Position

Under direction, provides technical assistance to the various DOLE agencies in preparation of annual plans and other planning related reports.

******nothing follows******