



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 05 October 2016

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 V**
Republication

Item No/s. : PLO5-1-1998

No. of Position/s : 1

Division : Planning and Programming Division

Salary Grade : 24 (P 56,610)

Job Qualifications

Education : Master's degree OR Certificate in Leadership and Management from the CSC

Experience : Four (4) years in position involving management and supervision

Training : Forty (40) hours of supervisory/management learning and development intervention undertaken within the last 5 years conducted by the Civil Service Commission-Accredited Training Institutions

Eligibility : CS Professional of Second Level eligibility

Brief Description of the Position

Under direction, provides technical inputs and assistance in formulating DOLE's strategic and annual Plans and develops systems and standards for the establishment of a planning framework that includes targets, major final outputs and critical indicators.

Position Title : **PLANNING OFFICER IV**
Republication

Item No/s. : PLO4-1-1998

No. of Position/s : 1

Division : Planning and Programming Division

Salary Grade : 22 (P 47,448)

Job Qualifications

Education : Bachelor's degree

Experience : Three (3) years of relevant experience

Training : Sixteen (16) 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 direction, assists the Planning Officer V in formulating DOLE's strategic and annual plans and develops systems and standards for the establishment of a planning framework that includes targets, major final outputs and critical indicators.

Position Title : **INFORMATION TECHNOLOGY OFFICER I**
Republication

Item No/s. : ITO1-2-1998

No. of Position/s : 1

Division : Management Information Systems Division

Salary Grade : 19 (P 36,409)

Job Qualifications

Education : Bachelor's degree relevant to the job

Experience : Two (2) years of relevant experience

Training : Eight (8) 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 formulation of plans, policies, standards and guidelines on information technology and information system management and development so that department application systems can interface and inter-operate.

Position Title : **PROJECT EVALUATION OFFICER II**
Republication

Item No/s. : PEO2-4-1998

No. of Position/s : 1

Division : Monitoring and Evaluation Division

Salary Grade : 15 (P 26,192)

Job Qualifications

Education : Bachelor's degree relevant to the job

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

Provides technical assistance to the various DOLE agencies in the preparation of periodic monitoring and evaluation reports.

****nothing follows****