



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 17 October 2016

DOLE-REGIONAL OFFICE NO. VI

Requirements:

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

OIC-Regional Director SALOME O. SIATON

DOLE-Regional Office No. VI

Swan Rose Building, Commission Civil St., Jaro, Iloilo City

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 31 October 2016.

Position Title : **SENIOR LABOR AND EMPLOYMENT OFFICER
(Labor Laws Compliance Officer)**

Item No/s. : SRLEO-233-2012 (Republication)

No. of Position/s : 1

**Division/
Office Assignment** : Iloilo City 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 : Two (2) years relevant experience (preferably in Labor Standards and Occupational Safety and Health)

Training : Eight (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, assists in the implementation of laws, policies, rules, guidelines, regulations and standards for programs; renders administrative and technical support in the consolidation and preparation of periodic monitoring reports indicating performance or status of project of the different programs and activities of the Regional Office specifically on employment regulation services; conducts pre-evaluation of qualifications and documentary requirements relative to the application for permits, certificates and grants.

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