



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 19 January 2017

DOLE-REGIONAL OFFICE III

Requirements:

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

Regional Director ANA C. DIONE

DOLE-Regional Office III

Diosdado Macapagal Regional Government Center,

Brgy. Maimpis, City of San Fernando, Pampanga

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.**

Position Title	:	LABOR AND EMPLOYMENT OFFICER III (Labor Laws Compliance Officer)
Item No/s.	:	LEO3-84-1998 LEO3-72-2012 LEO3-75-2012
No. of Position/s	:	3
Division	:	DOLE Regional Office III
Salary Grade	:	16 (P 30,044)

Job Qualifications

- Education : Bachelor’s degree (preferably BS Electrical, Mechanical and Civil Engineering, Bachelor of Laws and BS Nursing)
- Experience : 1 year relevant experience (preferably in Labor Standards and Occupational Safety and Health)
- Training : 4 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.

nothing follows