



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 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 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.**

Position Title : **DIRECTOR II**

Item No/s. : DIR2-19-2009

No. of Position/s : 1

**Division/
Office Assignment** : DOLE Regional Office VI

Salary Grade : 26 (P 78,960)

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.