



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



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 08 February 2019

BUREAU OF WORKERS WITH SPECIAL CONCERNS

Requirements:

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

Director MA. KARINA PERIDA-TRAYVILLA

Bureau of Workers with Special Concerns
9th Floor, G.E. Antonino Building, T.M. Kalaw
Corner J.Bocobo St., Ermita, Manila

2. Duly accomplished Personal Data Sheet with latest passport size photo;
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); and,
6. Certificate of seminars/trainings attended (if applicable);
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	:	CHIEF LABOR AND EMPLOYMENT OFFICER
Item No/s.	:	CLEO-11-1998
No. of Position/s	:	1
Division	:	Workers in the Informal Economy Development Division
Salary Grade	:	24 (P 73,299)

Job Qualifications

- Education : Master's degree **OR** Certificate in Leadership and Management from the CSC
- Experience : Four (4) years of supervisory/management experience
- 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 or Second Level eligibility

Brief Description of the Position

Provides consultative and advisory services to DOLE officials in reaching out substantive decisions on matters relating to employment generation, facilitation, preservation and maintenance of industrial peace, employment enhancement and protection.

Position Title	:	SENIOR LABOR AND EMPLOYMENT OFFICER
Item No/s.	:	SRLEO-222-1998
No. of Position/s	:	1
Division	:	Workers in the Informal Economy Development Division
Salary Grade	:	19 (P 42,099.00)

Job Qualifications

- Education : Bachelor's degree
- 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 or Second Level eligibility

Brief Description of the Position

Under general supervision, assists in the formulation and recommendation of policies and programs that are intended to carry out the provisions of the Sugar Amelioration Act or RA 6982 and the Biofuels Act or RA 9367.

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