



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

### **INTERNATIONAL LABOR AFFAIRS BUREAU**

#### **Requirements:**

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

#### **DIRECTOR ALICE Q. VISPERAS**

International Labor Affairs Bureau  
2<sup>nd</sup> Floor, DOLE Building, Intramuros, 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);

**Note: Only qualified applicants with complete requirements will be processed.**

**Position Title** : **LABOR AND EMPLOYMENT OFFICER III**

**Item No/s.** : LEO3-113-1998

**No. of Position/s** : 1

**Division** : American and European Affairs Division

**Salary Grade** : 16 (P 31,765)

**Job Qualifications**

Education : Bachelor's degree

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 or Second Level eligibility

**Brief Description of the Position**

Under general supervision, provides technical assistance in the operations of the Philippine Overseas Labor Offices all over the world.