PUBLICATION OF EXISTING VACANT POSITIONS
as of 02 January 2020
(Pursuant to RA 7041)

Requirements:

Applicants must meet the minimum requirements of the vacant position(s) and submit the following on or before 15 January 2020:

1. Application letter addressed to:

   ATTY. SARAH BUENA S. MIRASOL
   Regional Director
   DOLE-NCR
   967 DOLE-NCR Bldg.
   Maligaya St. Malate, Manila

2. Properly accomplished Personal Data Sheet (PDS) with latest passport size pictures.

   *PDS and Work Experience Sheet may be downloaded at:

3. Copy of latest Performance Rating (IPCR) for government employee applicants.

4. Photocopy of the following:
   - Certificate of Eligibility (CSC / RA 1080 / PD 907)
   - Transcript of Records

5. Certificate of Employment with statement of actual duties and responsibilities

6. Certificate of training/seminars attended

*Application with incomplete documentary requirements will not be acted upon.
**Only shortlisted applicant will be notified.
***You can also email at dolencrrecruitment2018@gmail.com

Requested by:

ATTY. SARAH BUENA S. MIRASOL
Regional Director

Website: www.ncr.dole.gov.ph Email: dolencr2008@yahoo.com; dolencr2008@gmail.com Telefax: 400-6424/400-6241/400-3918/303-0367
<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Salary/Job/Pay Grade</th>
<th>Monthly Salary</th>
<th>Qualification Standards</th>
<th>Experience</th>
<th>Eligibility</th>
<th>Competency (if applicable)</th>
<th>Place of Assignment</th>
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<tbody>
<tr>
<td>1</td>
<td>DIRECTOR II (Republication)</td>
<td>OSEC-DOLEB-DIR2-22-2009 (vice Cabansag)</td>
<td>SG 26</td>
<td>107,444.00</td>
<td>Masters Degree or Certificate in Leadership and Management from CSC</td>
<td>One Hundred Twenty (120) hours supervisory/management learning and Development intervention undertaken within the last five years</td>
<td>Five (5) years supervisory/management experience</td>
<td>CS Professional or Second Level Eligibility/ RA1080</td>
<td>DOLE-NCR (Makati-Pasay Field Office)</td>
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<td>2</td>
<td>ACCOUNTANT II (Republication)</td>
<td>OSEC-DOLEB-A2-12-1998 (vice Magno)</td>
<td>SG-16</td>
<td>33,584.00</td>
<td>Bachelor's Degree (Accounting Graduate)</td>
<td>Four (4) hours relevant training</td>
<td>One (1) year relevant experience</td>
<td>RA1080 (CPA)</td>
<td>DOLE-NCR (Regional Office- IMSD)</td>
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<td>3</td>
<td>SENIOR LABOR AND EMPLOYMENT OFFICER / LABOR INSPECTOR</td>
<td>OSEC-DOLEB-SRLEO-285-1998 (vice De Jesus)</td>
<td>SG19</td>
<td>45,269.00</td>
<td>Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws)</td>
<td>Eight (8) hours relevant training conducted by the Civil Service Commission-Accredited Training Institution (preferably in Labor Standards and Occupational Safety and Health)</td>
<td>Two (2) years relevant experience (preferably in Labor Standards and Occupational Safety and Health)</td>
<td>CS Professional or Second Level Eligibility/ RA1080</td>
<td>DOLE-NCR (Quezon City Field Office)</td>
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<td>4</td>
<td>SENIOR LABOR AND EMPLOYMENT OFFICER / LABOR INSPECTOR</td>
<td>OSEC-DOLEB-SRLEO-252-1998 (vice Dacanay)</td>
<td>SG19</td>
<td>45,269.00</td>
<td>Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws)</td>
<td>Eight (8) hours relevant training conducted by the Civil Service Commission-Accredited Training Institution (preferably in Labor Standards and Occupational Safety and Health)</td>
<td>Two (2) years relevant experience (preferably in Labor Standards and Occupational Safety and Health)</td>
<td>CS Professional or Second Level Eligibility/ RA1080</td>
<td>DOLE-NCR (Manila Field Office)</td>
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<td>LABOR AND EMPLOYMENT OFFICER III / LABOR INSPECTOR (Republication)</td>
<td>OSEC-DOLEB-LEO3-94-2012 (vice Manuel)</td>
<td>SG-16</td>
<td>Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws)</td>
<td>Four (4) hours relevant training preferably in Labor Standards and Occupational Safety and Health</td>
<td>One (1) year relevant experience (preferably in Labor Standards and Occupational Safety and Health)</td>
<td>CS Professional or Second Level Eligibility/ RA1080</td>
<td>DOLE-NCR (PAPAMAMARISAN Field Office)</td>
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<td>5</td>
<td>LABOR AND EMPLOYMENT OFFICER III / LABOR INSPECTOR (Republication)</td>
<td>OSEC-DOLEB-LEO3-301-1998 (vice Bancifra)</td>
<td>SG-16</td>
<td>Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws)</td>
<td>Four (4) hours relevant training preferably in Labor Standards and Occupational Safety and Health</td>
<td>One (1) year relevant experience (preferably in Labor Standards and Occupational Safety and Health)</td>
<td>CS Professional or Second Level Eligibility/ RA1080</td>
<td>DOLE-NCR (Manila Field Office)</td>
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<td>6</td>
<td>LABOR AND EMPLOYMENT OFFICER III / LABOR INSPECTOR</td>
<td>OSEC-DOLEB-LEO3-175-2012 (Bugarin)</td>
<td>SG-16</td>
<td>Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws)</td>
<td>Four (4) hours relevant training preferably in Labor Standards and Occupational Safety and Health</td>
<td>One (1) year relevant experience (preferably in Labor Standards and Occupational Safety and Health)</td>
<td>CS Professional or Second Level Eligibility/ RA1080</td>
<td>DOLE-NCR (Makati-Pasay Field Office)</td>
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<td>7</td>
<td>LABOR AND EMPLOYMENT OFFICER III / LABOR INSPECTOR</td>
<td>OSEC-DOLEB-LEO1-48-1998 (vice Joaquin)</td>
<td>SG 11</td>
<td>Bachelor's Degree (Relevant to the Job)</td>
<td>none required</td>
<td>none required</td>
<td>CS Professional or Second Level Eligibility/ RA1080</td>
<td>DOLE-NCR (Manila Field Office)</td>
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 15, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ATTY. SARAH BUENA S. MIRASOL
Regional Director
967 Maligaya St., Malate, Manila
dolencrrecruitment2018@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.