



PUBLICATION OF EXISTING VACANT POSITIONS

as of 19 September 2017

(Pursuant to RA 7041)

Requirements :

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 6 October 2017** :

1. Application letter addressed to :

MA. ZENaida EUSEBIA A. CAMPIA

Regional Director

DOLE-Region 4A

3rd and 4th Floors, Andenson Building II,

Parian, Calamba City, Laguna

2. Properly accomplished Personal Data Sheet (PDS) with latest passport size picture, Work Experience Sheet and Resumé

****PDS and Work Experience Sheet can be downloaded to : <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>***

3. Copy of latest Performance Rating (IPCR) for government employees
4. Photocopy of the following:
 - Certificate of Eligibility (CSC / RA 1080 / PD 907)
 - Transcript of Records
 - Diploma
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.***





Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
National Capital Region

DOLE-NCR Building, 967 Maligaya Street, Malate, Manila



PM-NCR.04.02-F-01

Position Title : **SENIOR LABOR AND EMPLOYMENT OFFICER /
LABOR LAWS COMPLIANCE OFFICER**

Item No/s. : OSEC-DOLEB-SRLEO-223-2012 (vice Santes)

Division / Field Office : DOLE-Region 4A

Salary Grade : 19 (P 39,151.00) plus P 2,000.00 allowance

Job Qualifications

Education : Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws or BS in Nursing)

Experience : Two (2) years relevant experience (preferably in Labor Standards and Occupational Safety and Health)

Training : Eight (8) hours relevant training conducted by the Civil Service Commission- Accredited Training Institution (preferably in Labor Standards and Occupational Safety and Health)

Eligibility : CS Professional or Second Level Eligibility

Brief Description of the Job

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.

Position Title : **LABOR AND EMPLOYMENT OFFICER III/
LABOR LAWS COMPLIANCE OFFICER**

Item No/s. : OSEC-DOLEB-LEO3-157-2012 (vice Galicia)

Place of Assignment : DOLE-Region 4A

Salary Grade : 16 (P 30,044.00) plus P 2,000.00 allowance

Job Qualifications

Education : Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws or BS in Nursing)

Experience : One (1) year relevant experience (preferably in Labor Standards and Occupational Safety and Health)

Training : Four (4) hours relevant training conducted by the Civil Service Commission- Accredited Training Institution (preferably in Labor Standards and Occupational Safety and Health)

Eligibility : CS Professional or Second Level Eligibility

Brief Description of the Job

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

Requested by:

HENRY JOHN S. JALBUENA
Regional Director

