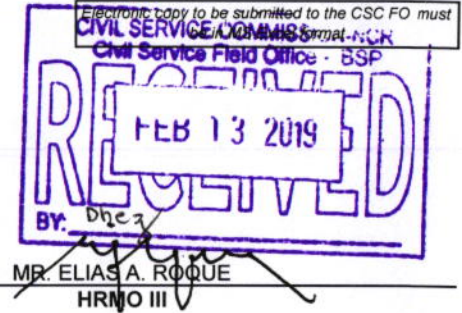


Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF LABOR AND EMPLOYMENT in the CSC website:

Date: February 11, 2019

MR. ELIAS A. ROQUE
HRMO III

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	SENIOR LABOR AND EMPLOYMENT OFFICER	OSEC-DOLEB-SRLEO-281-1998 (vice Ching)	SG19	45,269.00	Bachelor's Degree (preferably BS Mechanical Engineering, Electrical or Civil Engineering, Bachelor of Laws)	Eight (8) hours relevant training conducted by the Civil Service Commission-Accredited Training Institution (preferably in Labor Standards and Occupational Safety and Health)	Two (2) years relevant experience (preferably in Labor Standards and Occupational Safety and Health)	CS Professional or Second Level Eligibility		Muntaparas Field Office

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 February 26, 2019.

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. ANA C. DIONE, CPA

Regional Director

967 Maligaya St., Malate, Manila

dolencrrecruitment2018@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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

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



PUBLICATION OF EXISTING VACANT POSITIONS

as of 11 February 2019

(Pursuant to RA 7041)



Requirements :

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 26 February 2019** :

1. Application letter addressed to :

ATTY. ANA C. DIONE

Regional Director

967 Maligaya St., Malate, Manila

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 accepted.***

***** 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.04.01-F-01

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

Item No/s. : OSEC-DOLEB-SRLEO-281-1998(vice Ching)

Place of Assignment : DOLE-NCR (Muntaparlas Field Office)

Salary Grade : 19 (P 45,269.00 plus P 2,000.00 allowance)

Job Qualifications

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

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)

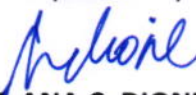
Eligibility : CS Professional or Second Level Eligibility

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.

nothing follows

Requested by:


ATTY. ANA C. DIONE, CPA
Regional Director