



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 22 December 2017

(Pursuant to RA 7041)

Requirements :

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 20 January 2018** :

1. Application letter addressed to :

HENRY JOHN S. JALBUENA

Regional Director
DOLE-National Capital Region
DOLE-NCR Building
967 Maligaya Street
Malate, Manila

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

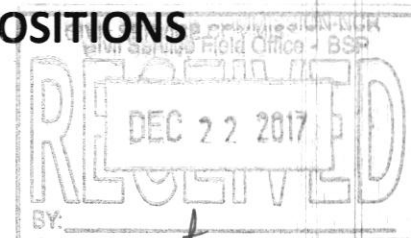
3. Copy of latest Performance Rating (IPCR) for government employees
4. Photocopy of the following:
 - Certificate of Eligibility (CSC / RA 1080 / PD 907)
 - Transcript of Records
 - Diploma

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.***





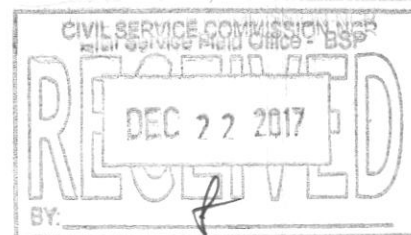
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PM-NCR.04.02-F-01

Position Title : **DIRECTOR II**
Item No/s. : OSEC-DOLEB-DIR2-23-2009 (vice Alegre)
Republication
Division / Field Office : MUNTAPARLAS Field Office
Salary Grade : 26 (P 78,960.00) plus P 10,000.00 RATA



Job Qualifications

Education : Master's Degree or Certificate in Leadership and Management from CSC
Experience : Five (5) years of supervisory and management experience
Training : 120 hours of supervisory/management learning and development
Eligibility : CS Professional or Second Level Eligibility

Brief Description of the Job

Provides reports on consultative and advisory services to the Regional Director, Asst. Regional Director, and/or TSSD-Chief in reaching out substantive decisions on matters relating to employment generation, facilitation, employment enhancement and protection, preservation and maintenance of industrial peace, and employment regulation services; oversees the implementation of programs, projects and activities based on the assigned commitment under the OPCR; directs the study, review, analysis of laws, rules and regulations enacted by the LGUs affecting the organization's programs and projects and submit necessary recommendations; establishes linkages and/or confers with governmental and non-governmental agencies, employers, and workers organizations regarding policies, programs, research priorities and field office's area of operation; exercises general supervision and evaluates all activities and outputs of his/her subordinates.

Position Title : **CHIEF ADMINISTRATIVE OFFICER**
Republication
Item No/s. : OSEC-DOLEB-CADOF-52-2004 (vice Bernardez)
Division / Field Office : Internal Management and Services Division
Salary Grade : 24 (P 64,416.00) plus P 10,000.00 RATA

Job Qualifications

Education : Master's Degree or Certificate in Leadership and Management from 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
Eligibility : CS Professional or Second Level Eligibility

Brief Description of the Job

Directs and supervises the activities of employees engaged in providing internal management services; oversees the implementation of the Regional Office's human resource, administrative, management, internal control, budgetary and financial policies; supervises and monitors preparation and submission of various administrative reports; plans and supervises the managing of resources of the Regional Office.