

PUBLICATION OF EXISTING VACANT POSITIONS

as of July 3, 2017

(Pursuant to RA 7041)

Requirements :

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 17 July 2017**:

1. Application letter addressed to:

ATTY. JOHNSON G. CAÑETE
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 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
- Certificate of Employment with statement of actual duties and responsibilities (if applicable)
- Certificates of training/seminars attended

****Application with incomplete documentary requirements will not be acted upon.***

***** Only shortlisted applicant will be notified.***

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

Item No/s. : OSEC-DOLEB-LEO3-85-2012 (vice Espino)
OSEC-DOLEB-LEO3-158-2012 (vice Nibalvos)

Division/ Field Office : Technical Support and Services Division-Labor Relations/
Labor Standards
MUNTAPARLAS Field Office

Salary Grade : 16 (P 30,044.00) plus P 2,000 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.

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

Item No/s. : OSEC-DOLEB-LEO3-16-1998 (vice Prog)

Division/ Field Office : Quezon City Field Office

Salary Grade : 16 (P 30,044.00) plus P 2,000 allowance

Job Qualifications

Education : Bachelor's Degree

Experience : One (1) year relevant experience

Training : Four (4) hours relevant training conducted by the Civil Service Commission- Accredited Training Institution

Eligibility : CS Professional or Second Level Eligibility

Brief Description of the Job

Under general supervision, assists in the implementation of laws, policies, rules, guidelines, regulations and standards as focal person for specific program; drafts technical papers/reports, activity proposals/information materials and other literatures relative to the specific program/s handled; facilitates processing of application for permits, certificates and grants; examines and evaluates proposals, qualifications and documentary requirements relative to the application for permits, certificates and grants; facilitates release of grants (cash and/or kind) to identified beneficiaries; assists in conducting training programs/advocacy activities on the organization's programs services; prepares memoranda, endorsement and other simple communications.

Position Title : **LABOR AND EMPLOYMENT OFFICER I**
Item No/s. : OSEC-DOLEB-LEO1-42-1998 (vice Bagadiong)
Division/ Field Office : CAMANAVA Field Office
Salary Grade : 11 (P 19,620.00) plus P 2,000 allowance

Job Qualifications

Education : Bachelor's Degree
Experience : None Required
Training : None Required
Eligibility : CS Professional or Second Level Eligibility

Brief Description of the Job

Under general supervision, assists in the implementation of laws, policies, rules, guidelines, regulations and standards for specific programs; drafts initial reports, activity proposals relative to the specific program/s handled; facilitates release and distribution of grants (cash and/or kind) to identified beneficiaries; assists in conducting training programs/advocacy activities on the organization's programs and projects; prepares memoranda, endorsements and other simple communications.

Position Title : **ADMINISTRATIVE ASSISTANT III**
Item No/s. : OSEC-DOLEB-ADAS3-70-2004 (vice Abian)
Division/ Field Office : Internal Management and Services Division
Salary Grade : 9 (P 16,986.00) plus P 2,000 allowance

Job Qualifications

Education : Completion of two (2) years studies in College
Experience : One (1) year relevant experience
Training : Four (4) hours relevant training conducted by the Civil Service Commission- Accredited Training Institution
Eligibility : CS Sub-Professional or First Level Eligibility

Brief Description of the Job

Under immediate supervision, assists in the preparation of necessary documents/attachments related to the procurement of office supplies/materials and equipment and for repairs and maintenance of office vehicle; and in the conduct of annual inventory of office equipment/properties and monthly inventory of office supplies and materials and submit corresponding report; prepares Obligation Request and Status and Disbursement Voucher; Canvasses price of supplies and goods; keeps and maintain systematic file of documents/records; assists in checking journals and in the implementation of existing accounting and auditing rules and regulations.

nothing follows

Requested by:

ATTY. JOHNSON G. CAÑETE, CESO III
Regional Director