

PUBLICATION OF EXISTING VACANT POSITIONS

as of July 5, 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 : **SENIOR LABOR AND EMPLOYMENT OFFICER /
LABOR LAWS COMPLIANCE OFFICER**

Item No/s. : OSEC-DOLEB-SRLEO-1-2017

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

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.

nothing follows

Requested by:

ATTY. JOHNSON G. CAÑETE, CESO III
Regional Director