

## **PUBLICATION OF EXISTING VACANT POSITIONS**

***as of 11 January 2017***

***(Pursuant to RA 7041)***

### **Requirements :**

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 27 January 2017** :

1. Application letter addressed to :

**ATTY. JOHNSON G. CAÑETE**  
Regional Director  
DOLE-National Capital Region  
DOLE-NCR Building  
967 Maligaya Street  
Malate, Manila

e-mail address : **hrsd.dole.ncr@gmail.com**

2. Properly accomplished Personal Data Sheet (PDS) with latest passport size pictures and Resumé
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.***

**PM-NCR.04.02-F-01**

**Position Title** : **LABOR AND EMPLOYMENT OFFICER II**  
**Item No/s.** : OSEC-DOLEB-LEO2-199-1998 (vice Beliganio)  
OSEC-DOLEB-LEO2-195-1998 (vice Silvestre)  
**Division / Field Office** : PAPAMAMARISAN Field Office  
CAMANAVA Field Office  
**Salary Grade** : 13 (P 22, 328.00)  
**Job Qualifications**  
Education : Bachelor's Degree relevant to the job  
Experience : None Required  
Training : None Required  
Eligibility : CS Professional or Second Level Eligibility

**Brief Description of the Job**

Under general supervision, undertakes activities relating to the implementation of programs and projects in the Field Office; drafts initial reports, activity proposals, qualifications and documentary requirements relative to the application for permits certificates, and grants; facilitates release and distribution of grants (cash and/or kind) to identified beneficiaries; prepares memoranda, endorsements and other simple communications.

**Position Title** : **LABOR AND EMPLOYMENT OFFICER III**  
**Item No/s.** : OSEC-DOLEB-LEO3-6-1998 (vice Jimena)  
**Division / Field Office** : Quezon City Field Office  
**Salary Grade** : 16 (P 28,417.00)

**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 III/  
LABOR LAWS COMPLIANCE OFFICER**

**Item No/s.** : OSEC-DOLEB-LEO3-127-2012 (vice Gan Lim)  
OSEC-DOLEB-LEO3-301-1998 (vice Otadoy Jr.)

**Division / Field Office** : Quezon City Field Office  
Manila Field Office

**Salary Grade** : 16 (P 28,417.00)

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

**Item No/s.** : OSEC-DOLEB-SRLEO-227-2012 (vice Valenzuela)

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

**Salary Grade** : 19 (P 36, 409.00)

**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, assists in the implementation of programs, projects and activities based on the assigned commitments under the OPCR and of researches/studies of the Division; consolidates and prepares periodic monitoring and evaluating reports indicating performance or status of project of the different programs and activities of the Regional Office specifically on employment regulation services; assists in the implementation of labor laws, policies, rules, regulations and standards as focal person for specific programs; evaluates, validates and investigates reported violations of labor standards laws, rules and policies and prepares reports and recommendations.

---

\*\*\*nothing follows\*\*\*