



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Bureau of Local Employment
Intramuros, Manila



PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 23 October 2018

Requirements:

1. Application letter addressed to Director Rubia-Tutay indicating the position applied for.

MS. DOMINIQUE RUBIA-TUTAY

Director, Bureau of Local Employment
6th Floor BF Condominium Bldg.,
Solana St., Intramuros, Manila

2. Duly accomplished Personal Data Sheet with latest passport size photo, and thumb mark;
3. Copy of latest performance rating (for government employees);
4. Copy of TOR, Diploma and Certificate of Eligibility (CSC or RA 1080);
5. Comprehensive resume;
6. Certificate of Employment with actual duties and responsibilities (if applicable);
7. Certificate of seminars/trainings attended (if applicable); and,
8. Statement of duties and responsibilities which indicates the management and supervisory experience-for managerial and supervisory positions (if applicable).

Submit the documents to od_ble@yahoo.com (CC: jbejarin.dole@gmail.com) or to the Bureau of Local Employment located at 6th Floor, BF Condominium Building, Solana St. cor. Andres Soriano Avenue, Intramuros, Manila **not later than 13 November 2018**.

For any questions, please contact Ms. Joanne Bejarin or Ms. Aiko Legacion through telephone numbers 528-0083 or 527-2453. **Applications with incomplete documentary requirements will not be acted upon. Only shortlisted applicants will be notified.**

Position Title	CHIEF LABOR AND EMPLOYMENT OFFICER
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Salary Grade	24
No. of Position/s	1
Job Qualifications	<ul style="list-style-type: none">- Masteral Degree- 4 years of relevant experience involving management and supervision- 24 hours of training management and supervision- CS Professional or Second Level Eligibility
Position Description	Leads the collection, analysis and dissemination of data and other information relative to the functioning of the labor market for various end users such as policymakers, planners, researchers, and students and the maintenance of the Philippine Labor Market Information (Phil-LMI) system in aid of manpower development and planning.