



ANNOUNCEMENT
of Vacant Positions
DOLE-RO3
(28 March 2016)

- (1) **Planning Officer III** : **SG 18**
DOLE – Region 3
- Qualifications** : **Bachelor's Degree**
2 years of relevant experience
8 hours of relevant training
- Eligibility** : **Career Service Professional/ Second Level**
(Preferably with experience and trainings on
Labor Standards and Labor Relations/
Employment and Welfare)
- (3) **LEO III (LLCO)** : **SG 16**
TSSD for Labor Standards and Labor
Relations (for field office operations)
- Qualifications** : **Bachelor's Degree**
1 year of relevant experience
4 hours of relevant training
(Preferably with experience and training on
Labor Standards and Occupational Safety
and Health)
CS-Professional/ Second Level Eligibility
- (1) **LEO III** : **SG 16**
DOLE – Region 3
- Qualifications** : **Bachelor's Degree**
1 year of relevant experience
4 hours of relevant training
(Preferably with experience and trainings on
Labor Standards and Labor Relations/
Employment and Welfare)
- Eligibility** : **CS-Professional/ Second Level Eligibility**



- (1) Administrative Assistant III** : **SG 9**
DOLE – Region 3
- Qualifications** : **Completion of two (2) years studies in college**
1 year of relevant experience
4 hours of relevant training
Career Service Sub-Professional/ First Level Eligibility
- Requirements** - **Personal Data Sheet (PDS) with picture**
Certificate of Eligibility
Training Certificates
Employment Certificate/s with Actual Duties and Responsibilities (for outsiders)
IPCR (for insiders)

To qualified DOLE employees/ interested applicants, please submit **application letter** together with the above requirements to IMSD.

Deadline for submission: 12 April 2016 until 5:00 PM
(Note: No application will be considered after deadline)

NOTED:

Atty. ANA C. DIONE, CPA
Regional Director