



### NOTICE TO ALL QUALIFIED APPLICANTS

Please be informed that the position/s indicated below are vacant.

**1. Administrative Asst. III, Item No. OSEC-DOLEB-ADAS3-74-2004, SG 9; P 18,784/mo.**

**Qualification Standards:**

- Education - Completion of 2 years studies in college
- Experience - One (1) year of relevant experience
- Training - Four (4) hours of relevant training
- Eligibility - Career Service Subprofessional or First Level Eligibility

**2. Labor and Employment Officer II, Item No. OSEC-DOLEB-LEO2-9-1998, SG 13; P 26,754/mo.**

**Qualification Standards:**

- Education - Bachelor's Degree
- Experience - None Required
- Training - None Required
- Eligibility - Career Service Professional or Second Level Eligibility

Interested and qualified applicants should signify their interest in writing not later than **August 7, 2020** through email or courier addressed to:

**DIRECTOR NATHANIEL V. LACAMBRA, CESO III**

Department of Labor and Employment  
Regional Office No. I  
Paramatta Bldg. B., Sitio 5, Biday, San Fernando City, La Union  
[dolero1.hrmpsb@gmail.com](mailto:dolero1.hrmpsb@gmail.com)

with the following attachments:

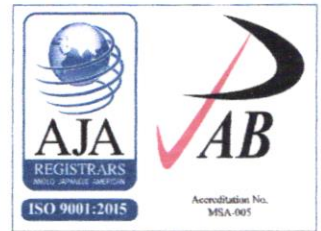
1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of transcript of records and diploma;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of certificates of trainings attended;
6. Photocopy of certificates of employment; and
7. Accomplished Equal Opportunities Monitoring Form (*please find attached form*).



**NATHANIEL V. LACAMBRA, CESO III**  
Regional Director

Date: **24 July 2020**

**DOLE ROI ensures an equal employment opportunity without discrimination on the basis of gender, sexual orientation, civil status, disability, religion, ethnicity or political affiliation. Applications of interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities are highly encouraged.**



### Equal Opportunities Monitoring Form

Job Ref. \_\_\_\_\_

In compliance with our Equal Opportunities Policy, we are monitoring job applications to make sure discrimination on the grounds of sex, sexual orientation, gender reassignment, race, ethnic origin, religion, marital status, age and disability do not occur. We would be grateful if you would complete and return this form with your employment/job application.

#### Confidential

<b>1. Gender</b>	Male		
	Female		
<b>2. Preferred Title</b>	Miss	Mr.	Mrs.
	Ms.	Dr.	Other:
<b>3. Marital Status</b>	Married	Single	Separated
	Divorced	Widowed	Other:
<b>4. Ethnic Origin</b>			
<b>5. Disability</b>	Do you consider yourself to be disabled under the Disability Discrimination Act?	Yes	
	A disability is defined as "as physical or mental impairment which has a substantial and adverse effect on a person's ability to carry out day to day activities.	No	
	If yes, what is the nature of your disability? (optional)		
<b>6. Age Range</b>	16-24	25-34	35-44
	45-54	55-64	65+

The information you have provided here will be stored either on paper records or a computer system in accordance with the Data Privacy Act and will be used solely for recruitment monitoring and improvement of our equal employment opportunity policy.