NOTICE TO ALL QUALIFIED APPLICANTS

Please be informed that the position indicated below are vacant.

1. **COMMUNITY FACILITATOR**
   Area of Assignment: Regional Office/ Anywhere in the six Field Office
   Nature of Position: Contract of Service

   Benefits:
   1. Basic Wage of P 33,584.00 per month
   2. Covered to Micro-insurance particularly Group Personal Accident Insurance (GPAI) of the GSIS

   Qualification Standards:
   - A College graduate. Preferably with background or experience in social work or community development
   - Pro-active, able to work in teams and can work in minimum supervision
   - With good communication, analytical and interpersonal skills
   - Willing to do field work
   - Computer literate

   Job Description:
   1. Supervise the Government Internship Program enumerators in the profiling of child laborers and the encoders in the encoding of data;
   2. Assist the child labor program focal person in the DOLE Regional and/or Field Office in the identification of priority areas for the profiling of the child laborers; coordination with local government units, government agencies, social partners and stakeholders; and preparation of required reports;
   3. Review accomplished profiling tools;
   4. Conduct field validation whenever necessary and if deemed that expedient or appropriate action is required;
   5. Assess the needs of the profiled child laborers and their families;
   6. Prepare referral letters to appropriate agencies/organizations for the provision of necessary services to the profile's child laborers and their families;
   7. Track the status of delivery of services;
   8. Conduct monitoring visits to determine the progress of the child laborers and their families;
   9. Conduct profiling of child laborers, if necessary;
   10. Review/validate entries in the database;
   11. Assist in the development of IEC materials for CLPEP implementation in the DOLE Regional Officer and Provincial Field Offices;
   12. Perform other tasks that may be assigned to him/her related to the implementation of the DOLE Child Labor Prevention and Elimination Program.

2. **PROGRAM COORDINATOR II (JOBSTART)**
   Area of Assignment: Regional Office/ Anywhere in the six Field Office
   Nature of Position: Contract of Service

   Qualification Standards:

Education	:	Bachelor's Degree relevant to the job
Skills	:	With good interpersonal skills and basic knowledge in using Microsoft Office applications
Experience	:	At least three (3) years of relevant work experience

Training	:	None required
Competency	:	Excellent communication and interpersonal skills; Proficiency in MS Office Tools (i.e, Word Excel and PowerPoint); Team-oriented with good management skills; and Basic knowledge in online video conferencing is preferable but not required.

Duties and Responsibilities:

- Support the overall implementation of the program within the region.
- Help prepare required program reports and communications for the region.
- Coordinate with field implementers (e.g., DOLE Field/Provincial Offices and Public Employment Service Offices "PESO") and other program stakeholders.
- Facilitate the regional program assessment, as well as orientation and capacity-building activities for the program.
- Contribute to the preparation and implementation of advocacy campaigns.
- Track the status of program requests and other documents requiring action.
- Coordinate with partners for the submission of documentary requirements.
- Sort, file, photocopy/scan, fax/email, and record documents.
- Assist in the monitoring of program related activities within the region.
- Perform other relevant duties as assigned

Compensation Benefits:

1. Basic Wage of P 25,232.00 per month
2. Covered to Micro-insurance particularly Group Personal Accident Insurance (GPAI) of the GSIS

3. LIVELIHOOD DEVELOPMENT SPECIALIST (LDS)

Area of Assignment: Regional Office/ Anywhere in the six Field Office
Compensation Benefits:

- Wages of Php 30,000.00 inclusive of social welfare coverage and communication allowance;
- Coverage of Micro-insurance; and
- Monthly travel allowance of Php 3,000.00 (on reimbursement basis)

Nature of Position: Contract of Service

Qualification Standards:

Education	-	Bachelor's degree relevant to the job
Experience	-	With at least one (1) year experience in community/development work; With relevant experience in promoting livelihood interventions
Training	-	None Required
Eligibility	-	None required
Skills	-	With strong communication skills; With excellent interpersonal skills; With technical skills in data analysis, market assessments, entrepreneurship, financial literacy, report writing, coaching, and

mentoring; With knowledge in using Microsoft Office applications, and other software applications.

Duties and Responsibilities:

- Promote off-farm/non-farm livelihoods and other alternative livelihood or economic opportunities based on the specific area assigned;
- Assist prospective beneficiaries in the preparation of livelihood project proposals;
- Assist in the project monitoring and the preparation of reports on the progress of the DOLE-assisted livelihood projects or undertakings;
- Assist in providing coaching, mentoring and technical advisory services to the beneficiaries, as needed;
- Assist in conceptualizing and organizing orientation/trainings for the livelihood beneficiaries; and
- Perform other functions supportive to DOLE Integrated Livelihood and Emergency Employment Program (DILEEP) as may be assigned.

4. GOVERNMENT INTERNSHIP PROGRAM (GIP) COORDINATOR II
Basic Wage Rate: P 25,232.00/month
Place of Assignment: Regional Office/ Anywhere in the six Field Office

Nature of Position: Contract of Service

Qualification Standards:

Education	:	Bachelor's degree relevant to the job
Experience	:	With one (1) year of relevant work experience
Training	:	None Required
Competency	:	Excellent communication and interpersonal skills; Proficiency in MS Office Tools (i.e, Word Excel and PowerPoint); Team-oriented with good management skills; and Basic knowledge in online video conferencing is preferable but not required.
Job Description	:	Assist in the overall implementation of the Government Internship Program (GIP) within the Region; Assist in preparing required GIP reports and communications within the region; Coordinate with field implementers (i.e. DOLE Field Offices and Public Employment Service Offices "PESO") and other program stakeholders; Assist in facilitating the regional program assessment, and orientation/capacity building activities of GIP; Assist in preparing and implementing advocacy campaign; and perform other relevant duties as assigned by the immediate supervisor.

Interested and qualified applicants should signify their interest by submitting an application letter indicating the position applied for, addressed to the Head of Office.

Applicants must log in to the DOLE RO I Vacancy Portal at **vacancy.dole-ro1.com** and upload their application together with the following documentary requirements not later than NOV 13 2026.

Please attached readable/clear scanned copies of the following requirements:

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2026); digitally signed or electronically signed;
2. Electronic copy of Performance rating in the present position for one (1) year *(if applicable);*
3. Electronic copy of transcript of records and diploma;
4. Electronic copy of certificate of eligibility/rating/license (*if applicable)*;
5. Electronic copy of certificates of trainings attended *(if applicable);*
6. Electronic copy of certificates of employment *if applicable);* and
7. Accomplished Equal Opportunities Monitoring Form *(please find attached form).*

QUALIFIED APPLICANTS are to upload their application, addressed to the Head of Office, through the vacancy portal provided below:

HONORINA DIAN-BAGA
Regional Director
Department of Labor and Employment, Regional Office No. I
vacancy.dole-ro1.com / (072) 607-9981

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

HONORINA DIAN-BAGA
Regional Director

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.

Date: NOV 0 3 2026