## NOTICE TO ALL QUALIFIED APPLICANTS

Please be informed that the position indicated below is vacant.

1. **LABOR AND EMPLOYMENT OFFICER III**
   Plantilla Item No. OSEC-DOLEB-LEO3-40-1998
   Salary Grade 16, P 45,694.00/mo.

   **Qualification Standards:**

| | | |
|---|---|---|
| Education | - | Bachelor's Degree |
| Experience | - | Four (4) hours of relevant experience |
| Training | - | One (1) year of relevant training |
| Eligibility | - | Career Service Professional or 2nd Level Eligibility |
| Job Summary | - | Implements laws, rules and policies programs and guidelines pertaining to labor standards, occupational safety and health, working conditions, payment of wages and benefits; conducts facility evaluation of establishments; conducts summary investigation of labor standard cases arising from violations unearthed in the course of inspection; and performs such other functions. |

Interested and qualified applicants should signify their interest by submitting an application letter indicating the position applied for and the corresponding Plantilla Item Number, 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 16 2026.

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

1. Fully accomplished and notarized 2026 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;
5. Electronic copy of certificates of trainings attended;
6. Electronic copy of certificates of employment; 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 5 2026

## 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**

| | | | |
|---|---|---|---|
| **1. Gender** | Male<br><br>Female | | |
| | | | |
| **2. Preferred Title** | Miss<br><br>Ms. | Mr.<br><br>Dr. | Mrs.<br><br>Other: |
| | | | |
| **3. Marital Status** | Married<br><br>Divorced | Single<br><br>Widowed | Separated<br><br>Other: |
| | | | |
| **4. Ethnic Origin** | | | |
| | | | |
| **5. Disability** | Do you consider yourself to be disabled under the Disability Discrimination Act?<br><br>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. | | Yes<br><br>No |
| | If yes, what is the nature of your disability? (optional) | | |
| | | | |
| **6. Age Range** | 16-24<br><br>45-54 | 25-34<br><br>55-64 | 35-44<br><br>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.