



**NOTICE OF VACANT POSITION**  
16 September 2022

**Position Title :** **LABOR AND EMPLOYMENT OFFICER III (Contractual)**

**Division:** Program Management and Technical Support Services Division

**Salary Grade :** 16 (P 38,150.00)

**No. of Position/s :** Five (5), under contractual appointment until December 31, 2022

**Job Qualifications :**

- Education :** Bachelor's Degree relevant to the job  
**Experience :** One (1) year of relevant experience  
**Training :** Four (4) hours relevant training  
**Eligibility :** CS Professional or Second Level Eligibility

**Brief Description of the Position:**

**Two (2) System Developers**

- Designs, develops, implements, modifies, maintains, and supports new or existing applications, systems, and websites of the Bureau;
- Analyzes functional and systems requirements, develops application and database architecture and design, and user interfaces;
- Validates data acquisition and output media/formats ;
- Conducts and monitors system quality testing and maintains program documentation;
- Evaluates new and improved software applications and programming technologies; and
- Ensures the rigorous application of information security/information assurance policies, principles, and practices.

**Two (2) Graphic Designers**

- Creates, designs and layouts IEC materials, infographics, presentations, and other media content using Canva, Adobe Creative Suite (Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro) and/or other windows editing tools; and
- Creates and edits video clips for posting in social media platform

**One (1) Technical Writer**

- Researches, outlines, and writes reports, proposals, manuals, and other technical documents, as assigned

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**Requirements:**

1. Application letter addressed to Director Curada indicating the position applied for and the item number.  
**ATTY. ALVIN B. CURADA**  
Director IV  
Bureau of Working Conditions  
3rd Floor, DOLE Building, Intramuros, Manila
  2. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with latest passport size photo and thumbmark;
  3. Work Experience Sheet (Attachment to CS Form No. 212, Revised 2017)
  4. Copy of latest performance rating **in the last rating period** (for government employees);
  5. Copy of TOR, Diploma and Certificate of Eligibility (CSC or RA 1080); and
  6. Certificate of seminars/trainings attended (if applicable).
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Interested applicants may send in their application and other documentary requirements to [hrmo.bwc@gmail.com](mailto:hrmo.bwc@gmail.com)  
**Subject: Job Application (Position - Surname)**

**Only qualified applicants with complete requirements will be processed.**  
**Deadline of Submission of Application: 26 September 2022**