



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Regional Office No.2  
Regional Government Center  
Carig Sur, Tuguegarao City, Cagayan  
Email: [imsd\\_services@yahoo.com](mailto:imsd_services@yahoo.com) Tele Fax: (078) 304 5085  
Hotline #: 09167879705



Certificate No: CIPCIP/5226/15/12/958

## NOTICE OF HIRING

### I. **Twenty One (21) Labor and Employment Officer III (Contractual)**

#### Minimum Qualifications:

Education : Bachelor's Degree  
Experience : One (1) year of relevant experience  
Training : Four (4) hours of relevant training  
Eligibility : Preferrably CS or RA 1080 Eligible

### **Thirty-Nine (39) Labor and Employment Officer II (Contractual)**

#### Minimum Qualifications:

Education : Bachelor's Degree  
Experience : None Required  
Training : None Required  
Eligibility : Preferrably CS or RA 1080 Eligible

### II. Scope of Work:

- Inspection of POGOs and establishments employing foreign nationals;
- Validation of Alien Employment Permits (AEPs)
- AEP Processing
- Ensure efficient tax collection

### III. Place of Assignment:

- Regional Office (IMSD)
- Regional Office (TSSD)
- Cagayan-Batanes Field Office
- Isabela Field Office
- Nueva Vizcaya Field Office
- Quirino Field Office

### IV. Basic Salary :

LEO III – ₱33,584.00  
LEO II – ₱25,232.00



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V. Applications must be addressed to the following:

**Atty. Evelyn R. Ramos**  
OIC Regional Director  
Department of Labor and Employment  
Regional Office No. 02  
Regional Government Center  
Carig Sur, Tuguegarao City, Cagayan

VI. Deadline for the Submission of Application: July 29, 2019

VII. Dates of Interview & Examination :

Regional Office	:	August 1-2, 2019
Cagayan-Batanes Field Office	:	August 5, 2019
Isabela Field Office	:	August 6, 2019
Nueva Vizcaya Field Office	:	August 7, 2019
Quirino Field Office	:	August 8, 2019

VIII. Target Date of Oath of Office : September 2, 2019

Prepared by:

  
**REGINALD B. ESTIOCO**  
Administrative Officer V  
(HRMO III)

Approved:

  
**ATTY. EVELYN R. RAMOS**  
OIC Regional Director