

Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**

**NOTICE OF VACANCY**

  
**CHONA M. MANTILLA, CESO III**

Regional Director 

Date: June 1, 2021

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No.                              | Salary/<br>Job/<br>Pay<br>Grade | Monthly Salary | Qualification Standards  |  |   |               |   | Place of Assignment |
|-----|--|---|---------------------------------|----------------|--|--|---|---------------|---|---------------------|
|     |  |   |                                 |                | Education  | Training   | Experience  | Eligibility   | Competency (if applicable)  |                     |
| 1   | HERO Support   | Contract of Service (June 21-December 31, 2021) | NA                              | 25,232         | Preferably a graduate of a Bachelor's degree relevant to the job | Preferably with eight (8) hours of relevant training | Preferably with experience in administrative and coordination works | None Required | With good communication, interpersonal skills, analyzation and basic knowledge of using software applications | Regional Office     |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 4, 2021.

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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**CHONA M. MANTILLA, CESO III**

Regional Director

J. P. Rosales Avenue, Butuan City

[dolecaraga13@gmail.com](mailto:dolecaraga13@gmail.com)

DOLE Caraga promotes opportunity of hiring and promotion to all qualified applicants regardless of gender, age, civil status, political affiliation, religion, national origin, race or color, physical disability and ethnicity (pursuant to existing government laws, rules and regulations) ref. DO 88 s. 2011

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

## **B. HERO Support (RO based)**

- Will be hired by the Regional Office to perform the following:
  - i. Supervise the implementation of the HERO program in the LGU/PESO level;
  - ii. Attend the HERO training to be conducted by the HERO Academy (Consolidated training programs of DOLE);
  - iii. Coordinate with the Local HERO (deployed personnel at the LGU) on the outputs from the HERO training and profiling utilizing the PEIS system;
  - iv. Analyze the data gathered;
  - v. Prepare and submit reports to the RACE Coordinators copy furnished their respective Regional Offices;
  - vi. Respond to basic inquiries related to Mission RACE;
  - vii. Prepare communications and other documents; and
  - viii. Perform other task that may be assigned to them relative to the NERS action plan

## **C. Local HERO (LGU based)**

- The Local HEROs will be hired by the Regional Offices upon the recommendation of the participating LGU PESO with the following duties:
  - i. Supervise the implementation of the HERO program in the Barangay level;
  - ii. Attend the HERO training to be conducted by the HERO Academy (Consolidated training programs of DOLE)
  - iii. Coordinate with the HERO (GIPs assigned with participating Barangays) on the outputs from the HERO training and profiling utilizing the PEIS system;
  - iv. Assist in profiling and encoding of the list of beneficiaries;
  - v. Analyze the data gathered and ensure that all are encoded in the PEIS system;
  - vi. Respond to basic inquiries related to Mission RACE;
  - vii. Prepare and submit reports to the HERO Support copy furnished their respective LGUs and;
  - viii. Perform other task that may be assigned to them relative to the NERS action plan