Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Manila

TO: All Heads of Offices, Services, Bureaus, Regional Offices and Attached Agencies in this Department

DATE: 11 June 1991

SUBJECT: Vacancy Announcement for the Post of Mediator-Arbiter, Appeals and Review Staff Unit

This Department invites all its qualified and interested lawyers to apply for the vacant Mediator-Arbiter post at the Office of the Secretary-Appeals and Review Staff Unit.

Qualification standards include, among others, three (3) years of progressively responsible experience in labor management relations and an RA 1080 (BAR) eligibility. The job description of the post is attached, for more information.

Applications, together with other supporting papers, may be submitted to the Office of the undersigned, 7th Floor, DOLE Bldg., Intramuros, Manila, on or before 24 June 1991, for evaluation.

(SGD.) LIWAYWAY M. CALALANG
Assistant Secretary

Attached: as stated
FUNCTIONS OF MEDIATOR-ARBITER

1. Formulates, develops, conceptualizes and plans policies, guidelines, rules and procedures, and programs on inter-union and intra-union conflicts, collective bargaining, restructuring of the labor movement and other matters arising from labor management relations;

2. Prepares drafts of decisions, resolutions or orders on inter-union and intra-union disputes appealed to the bureau from decisions resolutions or orders of Med-Arbiters from the Regional offices.

3. Provides technical and functional supervisions to Med-Arbiters in the Regional Offices on representation cases, inter-union and intra-union conflicts, registration and cancellation of union registration certificates.

4. Drafts answers to queries involving issues on Med-Arbitration and other matters affecting labor management relations.

5. Assists in the analysis and interpretation of Supreme Court and BLR resolutions, decisions and/or orders on Med-Arbitration case;

6. Drafts comments, answers and other necessary pleadings on inter-union and intra-union cases elevated to the supreme court whenever required;

7. Assists in the preparation of accomplishment reports;

8. Acts as resource speaker in labor education seminars, specifically the settlement of inter-union and intra-union disputes;

9. Performs such other functions as may be assigned.