



## NOTICE OF VACANCY

Interested and qualified applicants are invited to file their applications to a vacant position (details attached) in the Agency. Applicants should signify their interest in writing.

Please submit the following documents together with the application letter not later than **23 July 2018**:

1. Duly accomplished Personal Data Sheet\*
2. Work Experience Sheet\*
3. Performance rating in the present position for one (1) year;
4. Authenticated copy of certificate of eligibility/rating/license; and,
5. Certified True Copy of Transcript of Records.

(\*downloadable at [www.csc.gov.ph/downloads/forms](http://www.csc.gov.ph/downloads/forms))

*Additional documents for non-government applicants:*

6. Certificate of Employment with duties and responsibilities
7. Certificate of trainings/seminars attended (only those acquired during employment)

All applications and requirements should be addressed/submitted to:

**Deputy Administrator JOSEFINO I. TORRES**

c/o Human Resource Management and Development Division  
3<sup>rd</sup> Floor, OWWA Center Building, F.B. Harrison St., Pasay City  
Email Address: [owwahrmd.recruitment@gmail.com](mailto:owwahrmd.recruitment@gmail.com)

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

**EMMA V. SINCLAIR**

Director II and OIC

Administrative and Financial Management Office

## OVERSEAS WORKERS WELFARE ADMINISTRATION

### Bulletin of Vacant Positions

Posting Date: 09 July 2018

Closing Date: 23 July 2018

Place of Assignment:	Funds and Investment Management Office
Position Title:	<b>DIRECTOR IV</b> <i>Re-publication</i>
Plantilla Item No:	78
Salary Grade:	28
Monthly Salary:	P114,981
Eligibility:	CS Professional or Second Level eligibility
Education:	Master's degree OR Certificate in Leadership and Management from the CSC
Training:	One hundred twenty (120) hours of supervisory/management learning and development intervention undertaken within the last 5 years
Work Experience:	Five (5) years of supervisory/management experience

Brief Description of the General Function of the Position:

*Manages and supervise the services for the efficient and effective management of OWWA trust fund, including the computer-based financial data management system pertaining to collection fund transfer, investment management and assets management.*

Place of Assignment:	Budget Division
Position Title:	<b>CHIEF ADMINISTRATIVE OFFICER (Budget Officer V)</b> <i>Re-publication</i>
Plantilla Item No:	58
Salary Grade:	24
Monthly Salary:	P73,299
Eligibility:	CS Professional or Second Level eligibility
Education:	Master's degree OR Certificate in Leadership and Management from the CSC
Training:	Forty (40) hours of supervisory/management learning and development intervention undertaken within the last 5 years
Work Experience:	Four (4) years of supervisory/management experience

Brief Description of the General Function of the Position:

*Manages the budgetary system and monitors fund utilization and provides annual budget guidelines.*



**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
**Bulletin of Vacant Positions**

**Posting Date: 09 July 2018**

**Closing Date: 23 July 2018**

Place of Assignment:	Office of the Administrator
Position Title:	<b>ADMINISTRATIVE ASSISTANT V (Private Secretary I)</b> <i>Re-publication</i>
Plantilla Item No:	8
Salary Grade:	11
Monthly Salary:	P20,179
Eligibility:	None required
Education:	Completion of two-year studies in college
Training:	None required
Work Experience:	None required

**Brief Description of the General Function of the Position:**

*Under general supervision, act as appointment Secretary of the Administrator. Assists in the maintenance of systematics filing of records, recording of all incoming and outgoing documents at the Office of the Administrator and performs other functions as may be assigned.*