



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 **06 August 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)

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
3rd Floor, OWWA Center Building, F.B. Harrison St., Pasay City
Email Address: 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: 23 July 2018
Closing Date: 06 August 2018

Place of Assignment:	Membership Processing Center
Position Title:	OVERSEAS WORKERS WELFARE OFFICER V
Plantilla Item No:	98
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, directs and supervises the operation, functions and activities of the Division; provides and implements policy guidelines on OWWA membership and contribution; and, supervise the collection and remittance of OWWA collection to the Trust Fund

Place of Assignment:	Regional Welfare Office VI, Iloilo City
Position Title:	OVERSEAS WORKERS WELFARE OFFICER IV <i>Re-publication</i>
Plantilla Item No:	194
Salary Grade:	22
Monthly Salary:	P58,717
Eligibility:	CS Professional or Second Level eligibility
Education:	Bachelor's degree
Training:	Sixteen (16) hours of relevant training
Work Experience:	Three (3) years of relevant experience

Brief Description of the General Function of the Position:

Assists the Division Head in supervising and coordinating the activities of the Division; evaluates and takes action on welfare cases of OFWs; provides counseling/stress debriefing to OFWs/dependents seeking welfare assistance.

OVERSEAS WORKERS WELFARE ADMINISTRATION
Bulletin of Vacant Positions

Posting Date: 23 July 2018
Closing Date: 06 August 2018

Place of Assignment:	Regional Welfare Office XI, Davao City
Position Title:	OVERSEAS WORKERS WELFARE OFFICER V <i>Re-publication</i>
Plantilla Item No:	223
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, directs and supervises the operation, functions and activities of the Programs and Services Division in the Regional Welfare Office