



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 **19 September 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: 04 September 2018

Closing Date: 19 September 2018

Place of Assignment:	Engineering and General Services Division
Position Title:	ADMINISTRATIVE ASSISTANT III (Printing Machine Operator III)
Plantilla Item No:	ADAS3-27-2018
Salary Grade:	9
Monthly Salary:	P17,473
Eligibility:	Printing Machine Operator (CSC MC 11, s. 1996 Category II, as amended)
Education:	High School graduate
Training:	4 hours training relevant to the position
Work Experience:	1 year experience relevant to the position

Brief Description of the General Function of the Position:

Under general supervision, assists in the reproduction of print materials required by various units of the Agency; maintains the good condition of the reproduction machines/photocopying machines; and, monitors daily output of reproduction machines/photocopies.

Place of Assignment:	Regional Welfare Office ARMM, Cotabato City
Position Title:	OVERSEAS WORKERS WELFARE OFFICER IV
Plantilla Item No:	OWWO4-47-2018
Salary Grade:	22
Monthly Salary:	P58,717
Eligibility:	CS Professional or Second Level eligibility
Education:	Bachelor's degree
Training:	Sixteen (16) hours of training relevant to the position
Work Experience:	Three (3) years of experience relevant to the position

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.