



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 **28 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 IV

Administrative and Financial Management Office

OVERSEAS WORKERS WELFARE ADMINISTRATION
Bulletin of Vacant Positions

Posting Date: 10 September 2018

Closing Date: 28 September 2018

Place of Assignment:	Regional Welfare Office National Capital Region
Position Title:	DIRECTOR II
Plantilla Item No:	DIR2-21-2018
Salary Grade:	26
Monthly Salary:	P92,108
Eligibility:	CS Professional or Second Level eligibility
Education:	Master's degree or Certification on Leadership and Management from the CSC
Training:	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Work Experience:	5 years supervisory/management experience

Brief Description of the General Function of the Position:

Responsible for management direction, coordination and supervision on the implementation of programs and projects of the regional office; and, conducts studies on matters related to OFW's welfare and protection, operations, systems and procedures and submits recommendation for management action.