



Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
Department of Labor and Employment

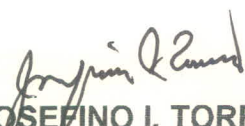


MEMORANDUM:

**ALL OFFICERS & EMPLOYEES
This Agency**

To those interested employees who wish to apply for the attached vacant positions, you are requested to submit the following to the Human Resource Management and Development Division, not later than **16 February 2016**.

1. Letter of Application;
2. Personal Data Sheet;
3. Authenticated Copy of Certificate of Eligibility;
4. Employment and training certificates; and,
5. Special Order on committee work assignment/involvement, if any.


JOSEFINO I. TORRES
Deputy Administrator &
SPB Chairman

02 February 2016

Overseas Workers Welfare Administration

Bulletin of Vacant Positions As of 02 February 2016

Location : **Regional Welfare Office II**
Position : **Overseas Workers Welfare Officer IV – 1**
(Anticipated Vacancy)
Salary Grade : **SG 22**

Qualification Standards:

Education : Bachelor's Degree
Experience : Three (3) years of relevant experience
Training : Sixteen (16) hours of relevant training
Eligibility : Career Service (Professional)
Second Level Eligibility

Location : **Planning and Program Development Division**
Position : **Overseas Workers Welfare Officer III – 1**
Salary Grade : **SG 18**

Qualification Standards:

Education : Bachelor's Degree
Experience : Two (2) years of relevant experience
Training : Eight (8) hours of relevant training
Eligibility : Career Service (Professional)
Second Level Eligibility

Location : **Regional Welfare Office II & XI**
Position : **Overseas Workers Welfare Officer III – 2**
(Anticipated Vacancies)
Salary Grade : **SG 18**

Qualification Standards:

Education : Bachelor's Degree
Experience : Two (2) years of relevant experience
Training : Eight (8) hours of relevant training
Eligibility : Career Service (Professional)
Second Level Eligibility

Location : **Regional Welfare Offices II, VI, IX & XI**
Position : **Overseas Workers Welfare Officer II – 4**
(Anticipated Vacancies)
Salary Grade : **SG 15**

Qualification Standards:

Education : Bachelor's Degree
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : Career Service (Professional)
Second Level Eligibility

Location : **Regional Welfare Offices II, VI & XI**
Position : **Overseas Workers Welfare Officer I – 3**
(Anticipated Vacancy)
Salary Grade : **SG 11**

Qualification Standards:

Education : Bachelor's Degree
Experience : None required
Training : None required
Eligibility : Career Service (Professional)
Second Level Eligibility

Location : **Regional Welfare Office I & XI**
Position : **Administrative Assistant II – 2**
(Anticipated Vacancies)
Salary Grade : **SG 8**

Qualification Standards:

Education : Completion of two years studies in college
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : Career Service (Sub-Professional)
First Level Eligibility