




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 **26 May 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

12 May 2016

Overseas Workers Welfare Administration

Bulletin of Vacant Positions As of 12 May 2016

Location : **Regional Welfare Office IV-B**
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 XI**
Position : ***Overseas Workers Welfare Officer II - 1***
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 Office XI**
Position : ***Overseas Workers Welfare Officer I - 1***
(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 XI**
Position : ***Administrative Assistant II –1***
(Anticipated Vacancy)
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