



**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 **27 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

13 January 2016

## Overseas Workers Welfare Administration

### Bulletin of Vacant Positions As of 13 January 2016

Location : **Human Resource Management and  
Development Division**  
Position : ***Administrative Officer IV – 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-National Capital  
Region**  
Position : ***Overseas Workers Welfare Officer I – 1***  
Salary Grade : **SG 11**

Qualification Standards:

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