



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

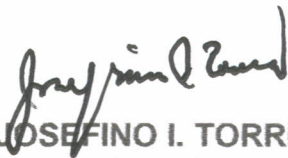


MEMORANDUM:

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 **08 December 2015**.

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

24 November 2015

Overseas Workers Welfare Administration

Bulletin of Vacant Positions As of 24 November 2015

Location : **Management Information System Division**
Position : ***Information Technology Officer I – 1***
Salary Grade : **SG 19**

Qualification Standards:

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

Region : **Regional Welfare Office VI**
Position : ***Administrative Aide IV (Driver II) – 1***
Salary Grade : **SG 4**

Qualification Standards:

Education : Elementary School Graduate
Experience : None required
Training : None required
Eligibility : Driver's License
(MC 11 s. 96- Cat. II)