



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



NOTICE OF VACANCY

We invite all interested and qualified applicants to the attached vacant position/s in the agency

Applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **27 January 2018**:

1. Fully accomplished Personal Data Sheet with ID picture and attach Work Experience Sheet (CS Form No 212, series of 2017, downloadable at www.csc.gov.ph)
2. Performance rating in the present position for one (1) year.
3. Authenticated copy of certificate of eligibility/rating/license: and.
4. Certified True Copy of Transcript of Records

Additional documents for non-government applicants

5. Certificate of Employment with duties and responsibilities
6. Certificate of trainings/seminars attended (only those acquired during employment)

Send to

Atty. LLEWELYN D. PEREZ
c/o Human Resource Management and Development Division
3rd Floor, OWWA Center Building, F. B. Harrison St., Pasay City
Email Address: owwahrmdd.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.


LILIA F. DE GUZMAN
Director II and OIC

Administrative and Financial Management Office

OVERSEAS WORKERS WELFARE ADMINISTRATION

Bulletin of Vacant Positions

Posting Date: 18 January 2018

Closing Date: 27 January 2018

Place of Assignment:	Overseas Welfare Office
Position Title:	OVERSEAS WORKERS WELFARE OFFICER IV
Plantilla Item No/s:	369, 386, 395, 400
Salary Grade:	22
Monthly Salary:	P58,717
Eligibility:	CS Professional or Second Level eligibility
Education:	Bachelor's degree
Training:	16 hours of relevant training
Work Experience:	3 years of relevant work experience

Brief Description of the General Function of the Position:

Provides administrative and technical support to onsite operations; implements and delivers OWWA onsite programs and services; responds counsels and monitors results of actions on problems, complaints and assistance requests of OFWs and their families.

Place of Assignment:	Regional Welfare Office VII, Cebu City
Position Title:	ADMINISTRATIVE ASSISTANT II
Plantilla Item No/s:	218
Salary Grade:	8
Monthly Salary:	P12,282
Eligibility:	CS Subprofessional or First Level eligibility
Education:	Completion of two-year studies in college
Training:	4 hours of relevant training
Work Experience:	1 year of relevant experience

Brief Description of the General Function of the Position:

Performs variety of clerical tasks and prepares routine correspondence, indorsements, reports, memoranda and other forms of written communications.