



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 **10 April 2018**:

1. Fully accomplished Personal Data Sheet with ID picture and Work Experience Sheet (CS Form No. 212, series of 2017, downloadable at [www.csc.gov.ph](http://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  
3<sup>rd</sup> Floor, OWWA Center Building, F.B. Harrison St., Pasay City  
Email Address: [owwahrmd.recruitment@gmail.com](mailto:owwahrmd.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: 27 March 2018

Closing Date: 10 April 2018

Place of Assignment:	Regional Welfare Office-National Capital Region
Position Title:	<b>OVERSEAS WORKERS WELFARE OFFICER I</b>
Plantilla Item No:	167
Salary Grade:	11
Monthly Salary:	P20,179
Eligibility:	CS Professional or Second Level eligibility
Education:	Bachelor's degree
Training:	None required
Work Experience:	None required

Brief Description of the General Function of the Position:

*Assists in providing immediate assistance, counseling/stress debriefing to OFWs and their relatives seeking welfare assistance; assists in community organizing relative to the implementation of the reintegration program for OFWs and their families.*

Place of Assignment:	Regional Welfare Office VII, Cebu City
Position Title:	<b>OVERSEAS WORKERS WELFARE OFFICER I</b>
Plantilla Item No:	216
Salary Grade:	11
Monthly Salary:	P20,179
Eligibility:	CS Professional or Second Level eligibility
Education:	Bachelor's degree
Training:	None required
Work Experience:	None required

Brief Description of the General Function of the Position:

*Assists in providing immediate assistance, counseling/stress debriefing to OFWs and their relatives seeking welfare assistance; assists in community organizing relative to the implementation of the reintegration program for OFWs and their families.*