



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 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)
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:

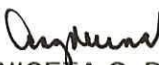
5. Certificate of Employment with duties and responsibilities
6. Certificate of trainings/seminars attended (only those acquired during employment)

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.


ANICETA G. DEUNA
Director II and OIC

Administrative and Financial Management Office

OVERSEAS WORKERS WELFARE ADMINISTRATION
Bulletin of Vacant Positions

Posting Date: 16 APRIL 2018

Closing Date: 27 APRIL 2018

Place of Assignment:	Legal Staff
Position Title:	OVERSEAS WORKERS WELFARE OFFICER V
Plantilla Item No/ Page No.:	16-1
Salary Grade:	24
Monthly Salary:	P73,299
Eligibility:	CS Professional or Second Level eligibility
Education:	Master's degree or Bachelor of Laws
Training:	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Work Experience:	4 years of supervisory/management experience

Brief Description of the General Function of the Position:

Drafts legislative proposals and opinions on bills, rules and regulations and conduct legal researches and studies on policies affecting the Agency and its clients.

Place of Assignment:	Management and Information Systems Division
Position Title:	COMPUTER PROGRAMMER III <i>Re-publication</i>
Plantilla Item No/ Page No.:	138-5
Salary Grade:	18
Monthly Salary:	P38,085
Eligibility:	CS Professional or Second Level eligibility
Education:	Bachelor's degree relevant to the job
Training:	8 hours of relevant training (application systems development, implementation and maintenance)
Work Experience:	2 years of relevant experience (ability to demonstrate in application systems development implementation and maintenance; web-based systems design and development; database management; web-server management)

Brief Description of the General Function of the Position:

Responsible for the design, development, implementation and maintenance of Information Systems to improve the current processes and operations of the Agency through the use of Information Technology

Place of Assignment:	Regional Welfare Office III, Pampanga
Position Title:	ADMINISTRATIVE AIDE IV (DRIVER II)
Plantilla Item No/ Page No.:	173-6
Salary Grade:	4
Monthly Salary:	P12,674
Eligibility:	Valid Driver's license
Education:	Elementary school graduate
Training:	None required
Work Experience:	None required

Brief Description of the General Function of the Position:

Responsible for driving vehicle and taking care of official, employees, or guests to and from various destinations. The position is also responsible for planning route and requirements by studying the destination to avoid traffic-laden areas, and maintaining vehicle by cleaning and checking the vehicle parts to assure safe transportation of official, employees and guests.

Place of Assignment:	Regional Welfare Office X, Cagayan De Oro City
Position Title:	OVERSEAS WORKERS WELFARE OFFICER III
Plantilla Item No/ Page No.:	354-13
Salary Grade:	18
Monthly Salary:	P38,085
Eligibility:	CS Professional or Second Level eligibility
Education:	Bachelor's degree
Training:	8 hours of relevant training
Work Experience:	2 years of relevant experience

Brief Description of the General Function of the Position:

Implements programs and services to OFWs and their dependents in the region and provides immediate assistance, counseling/stress debriefing to OFWs and their families seeking welfare assistance.