




MEMORANDUM:

NOTICE OF VACANCIES

We invite all interested and qualified applicants for the attached vacant positions in the agency.

Applicants must submit the following to the Human Resource Management and Development Division or thru email at owwahrmdd.recruitment@gmail.com **not later than 26 April 2017.**

1. Letter of Application addressed to the undersigned;
2. Personal Data Sheet with Work Sheet Experience (Revised 2017);
3. Authenticated Copy of Certificate of CS Eligibility/Board Rating;
4. Employment and training certificates; and,
5. Special Order on committee work assignment/involvement, if any.


JOSEINO I. TORRES
Deputy Administrator &
SPB Chairman

06 April 2017

OVERSEAS WORKERS WELFARE ADMINISTRATION

Bulletin of Vacant Positions

As of 06 April 2017

Position : (1) OVERSEAS WORKERS WELFARE OFFICER V

Region : Regional Welfare Office VI

Salary Grade : 24 (Php64,416)

Qualification Standards:

Education : Master's degree OR Certificate in Leadership and Management from the CSC

Experience : Four (4) years of supervisory/management experience

Training : Forty (40) hours of supervisory/management learning and development intervention undertaken within the last 5 years

Eligibility : CS Professional or Second Level eligibility

Position : (1) SUPERVISING ADMINISTRATIVE OFFICER

Anticipated Vacancy

Region : Regional Welfare Office VI

Salary Grade : 22 (Php52,783)

Qualification Standards:

Education : Bachelor's degree

Experience : Three (3) years of relevant experience

Training : Sixteen (16) hours of relevant training

Eligibility : CS Professional or Second Level eligibility

Position : (2) OVERSEAS WORKERS WELFARE OFFICER III

Anticipated Vacancies

Region : Regional Welfare Office II, VI

Salary Grade : 18 (Php35,693)

Qualification Standards:

Education : Bachelor's degree

Experience : Two (2) years of relevant experience

Training : Eight (8) hours of relevant training

Eligibility : CS Professional or Second Level eligibility

Position : **(1) OVERSEAS WORKERS WELFARE OFFICER II**
Anticipated Vacancies

Region : **Regional Welfare Office VI**

Salary Grade : 15 (Php27,565)

Qualification Standards:

Education : Bachelor's degree
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : CS Professional or Second Level eligibility

Position : **(2) OVERSEAS WORKERS WELFARE OFFICER I**
Anticipated Vacancies

Region : **Regional Welfare Office II, VI**

Salary Grade : 11 (Php19,620)

Qualification Standards:

Education : Bachelor's degree
Experience : None required
Training : None required
Eligibility : CS Professional or Second Level eligibility