



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 owwahrddd.recruitment@gmail.com **not later than 31 May 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.


JOSEFINO I. TORRES
Deputy Administrator &
SPB Chairman

18 May 2017

OVERSEAS WORKERS WELFARE ADMINISTRATION

Bulletin of Vacant Positions

As of 16 May 2017

Location : **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DIVISION**
Position : **(1) Administrative Assistant II**
(Item No. 50 p. 2)
Salary Grade : 8 (Php 15,818)
Qualification Standards:
Education : Completion of two-year studies in college
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : CS Subprofessional or First Level eligibility

Location : **MANAGEMENT AND INFORMATION SYSTEMS DIVISION**
Position : **(1) Information Technology Officer I**
(Item No. 50 p. 2) - *Anticipated Vacancy*
Salary Grade : 19 (Php 39,151)
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 : CS Professional or Second Level eligibility

Location : **REGIONAL WELFARE OFFICE XI**
Position : **(1) Overseas Workers Welfare Officer V**
(Item No. 223 p.8)
Salary Grade : 24 (Php 64,416)
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

Location : **REGIONAL WELFARE OFFICE XI**
Position : **(1) Overseas Workers Welfare Officer IV**
(1) Supervising Administrative Officer
Anticipated Vacancies
Salary Grade : 22 (Php 52,783)
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

Location : **REGIONAL WELFARE OFFICE XI**
Position : **(1) Overseas Workers Welfare Officer III**
Anticipated Vacancy
Salary Grade : 18 (Php 35,693)
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

Location : **REGIONAL WELFARE OFFICE XI**
Position : **(1) Overseas Workers Welfare Officer II**
Anticipated Vacancy
Salary Grade : 15 (Php 27,565)
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

Location : **REGIONAL WELFARE OFFICE XI**
Position : **(1) Overseas Workers Welfare Officer I**
Anticipated Vacancy
Salary Grade : 11 (Php 19,620)
Qualification Standards:
Education : Bachelor's degree
Experience : None required
Training : None required
Eligibility : CS Professional or Second Level eligibility