



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 owwahrmd.recruitment@gmail.com **not later than 15 August 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


04 August 2017

OVERSEAS WORKERS WELFARE ADMINISTRATION

Bulletin of Vacant Positions

As of 04 August 2017

Region : **National Capital Region**
Office : **Repatriation Assistance Division**
Position : **(1) OVERSEAS WORKERS WELFARE OFFICER III**
(Item No. 86 p. 3)

Salary Grade : 18

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

Region : **National Capital Region**
Office : **Membership Processing Center**
Position : **(1) OVERSEAS WORKERS WELFARE OFFICER II**
(Item No. 105 p. 4)

Salary Grade : 15

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

Region : **Regional Welfare Office-NCR**
Position : **(1) OVERSEAS WORKERS WELFARE OFFICER I**
(Item No. 167 p. 6)

Salary Grade : 11

Qualification Standards:

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

Region : **Regional Welfare Office-CAR**
Position : **(1) OVERSEAS WORKERS WELFARE OFFICER III**
(Item No. 268 p. 10)

Salary Grade : 18

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

Region : **Regional Welfare Office-CAR**
Position : **(1) OVERSEAS WORKERS WELFARE OFFICER II**
Anticipated Vacancy

Salary Grade : 15

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

Region : **Regional Welfare Office-CAR**
Position : **(1) OVERSEAS WORKERS WELFARE OFFICER I**
Anticipated Vacancy

Salary Grade : 11

Qualification Standards:

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

Region : **Regional Welfare Office III**
Position : **(1) ADMINISTRATIVE OFFICER IV**
Anticipated Vacancy

Salary Grade : 15

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

Region : **Regional Welfare Office III**
Position : **(1) OVERSEAS WORKERS WELFARE OFFICER I**
Anticipated Vacancy

Salary Grade : 11

Qualification Standards:

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

Region : **Regional Welfare Office X**
Position : **(1) ADMINISTRATIVE OFFICER V (Accountant III)**
Anticipated Vacancy

Salary Grade : 19

Qualification Standards:

Education : Bachelor's degree in Accountancy, Commerce/Business
Administration major in Accounting
Experience : Two (2) years of relevant experience
Training : Eight (8) hours of relevant training
Eligibility : Certified Public Accountant

Region : **Regional Welfare Office X**
Position : **(1) OVERSEAS WORKERS WELFARE OFFICER III**
Anticipated Vacancy

Salary Grade : 18

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

Region : **Regional Welfare Office X**
Position : **(1) OVERSEAS WORKERS WELFARE OFFICER II**
Anticipated Vacancy

Salary Grade : 15

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