



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 13 October 2017.**

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

Applications with incomplete documents shall not be entertained.


JOSEFINO I. TORRES
Deputy Administrator &
SPB Chairman

02 October 2017

OVERSEAS WORKERS WELFARE ADMINISTRATION

Bulletin of Vacant Positions

As of 20 September 2017

Region : **National Capital Region**
Office : **Office of the Administrator**
Position : **(1) EXECUTIVE ASSISTANT II**
(Item No. 6 p. 1)

Salary Grade : 17

Qualification Standards:

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

Region : **National Capital Region**
Office : **Management and Information Systems Division**
Position : **(1) COMPUTER PROGRAMMER III**
(Item No. 138 p. 5)

Salary Grade : 18

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

Region : **Regional Welfare Office VI**
Position : **(1) OVERSEAS WORKERS WELFARE OFFICER IV**
(Item No. 194 p. 7)

Salary Grade : 22

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

Region : **Regional Welfare Office VI**
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 VI**
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 VI**
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 IX**
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