



## 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](mailto:owwahrmd.recruitment@gmail.com) **not later than 27 November 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; and,
5. Employment and training certificates.

Applications with incomplete documents shall not be entertained.

  
JOSEFINO I. TORRES  
Deputy Administrator &  
SPB Chairman

16 November 2017

## OVERSEAS WORKERS WELFARE ADMINISTRATION

### Bulletin of Vacant Positions

As of 16 November 2017

**Region** : **National Capital Region**  
**Location** : **Funds and Investment Management Office**  
**Position** : **(1) DIRECTOR IV**  
(Item No. 78 p. 3)

Salary Grade : 28

Qualification Standards:

Education : Master's degree OR Certificate in Leadership  
and Management from the CSC  
Experience : Five (5) years of supervisory/management experience  
Training : One hundred twenty (120) hours of supervisory/management  
learning and development intervention undertaken within the  
last 5 years  
Eligibility : CS Professional or Second Level eligibility

**Region** : **National Capital Region**  
**Location** : **Budget Division**  
**Position** : **(1) CHIEF ADMINISTRATIVE OFFICER (BUDGET OFFICER V)**  
(Item No. 58 p. 3)

Salary Grade : 24

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

**Region** : **National Capital Region**  
**Office** : **Office of the Administrator**  
**Position** : **(1) ADMINISTRATIVE ASSISTANT V (Private Secretary II)**  
(Item No. 8 p. 1)

Salary Grade : 11

Qualification Standards:

Education	:	Completion of two-year studies in college
Experience	:	None required
Training	:	None required
Eligibility	:	None required