




**MEMORANDUM:**

**ALL OFFICERS & EMPLOYEES  
This Agency**

To those interested employees who wish to apply for the attached vacant positions, you are requested to submit the following to the Human Resource Management and Development Division, not later than **13 May 2016**.

1. Letter of Application;
2. Personal Data Sheet;
3. Authenticated Copy of Certificate of Eligibility;
4. Employment and training certificates; and,
5. Special Order on committee work assignment/involvement, if any.

  
**JOSEFINO I. TORRES**  
Deputy Administrator &  
SPB Chairman

06 May 2016

## Overseas Workers Welfare Administration

### Bulletin of Vacant Positions As of 06 May 2016

Location : **Regional Welfare Office CAR**  
Position : ***Administrative Officer V (Accountant III) – 1***  
Salary Grade : **SG 19**

Qualification Standards:

Education : Bachelor's Degree in Commerce/Business  
Administration major in Accounting  
Experience : Two (2) years of relevant experience  
Training : Eight (8) hours of relevant training  
Eligibility : RA 1080

Location : **Human Resource Management & Development  
Division**  
Position : ***Administrative Officer V – 1***  
Salary Grade : **SG 18**

Qualification Standards:

Education : Bachelor's Degree  
Experience : Two (2) years of relevant experience  
Training : Eight (8) hours of relevant training  
Eligibility : Career Service (Professional)  
Second Level Eligibility

Location : **Regional Welfare Office National Capital Region**  
Position : ***Overseas Workers Welfare Officer III – 1***  
Salary Grade : **SG 18**

Qualification Standards:

Education : Bachelor's Degree  
Experience : Two (2) years of relevant experience  
Training : Eight (8) hours of relevant training  
Eligibility : Career Service (Professional)  
Second Level Eligibility

Location : **Regional Welfare Office VII**  
Position : ***Overseas Workers Welfare Officer I – 1***  
***(Anticipated Vacancy)***  
Salary Grade : SG 11

Qualification Standards:

Education : Bachelor's Degree  
Experience : None required  
Training : None required  
Eligibility : Career Service (Professional)  
Second Level Eligibility

Location : **Regional Welfare Office VII**  
Position : ***Administrative Assistant II – 1***  
***(Anticipated Vacancy)***  
Salary Grade : SG 8

Qualification Standards:

Education : Completion of two years studies in college  
Experience : One (1) year of relevant experience  
Training : Four (4) hours of relevant training  
Eligibility : Career Service (Sub-Professional)  
First Level Eligibility