




**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 **21 June 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

07 June 2016

## Overseas Workers Welfare Administration

### Bulletin of Vacant Positions As of 07 June 2016

Location : **Overseas Welfare Office**  
Position : **Overseas Workers Welfare Officer IV – 1**  
Salary Grade : **SG 22**

Qualification Standards:

Education : Bachelor's Degree  
Experience : Three (3) years of relevant experience  
Training : Sixteen (16) hours of relevant training  
Eligibility : Career Service (Professional)  
Second Level Eligibility

Location : **Regional Welfare Office National Capital Region**  
Position : **Overseas Workers Welfare Officer II – 1**  
**(Anticipated Vacancy)**  
Salary Grade : **SG 15**

Qualification Standards:

Education : Bachelor's Degree  
Experience : One (1) year of relevant experience  
Training : Four (4) hours of relevant training  
Eligibility : Career Service (Professional)  
Second Level Eligibility

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

Qualification Standards:

Education : Bachelor's Degree  
Experience : None required  
Training : Eight (8) hours of relevant training  
Eligibility : Career Service (Professional)  
Second Level Eligibility