

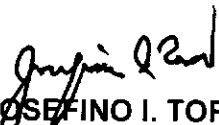


MEMORANDUM:

ALL OFFICERS & EMPLOYEES
This Agency

To those interested employees who wish to apply for the attached vacant position, you are requested to submit the following to the Human Resource Management and Development Division, not later than **25 October 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

11 October 2016

Overseas Workers Welfare Administration

Bulletin of Vacant Positions As of 11 October 2016

Location : **Office of the Administrator**
Position : ***Administrative Assistant V – 1***
Salary Grade : **SG 11**

Qualification Standards:

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