



**MEMORANDUM:**

**NOTICE OF VACANCY**

We invite all interested and qualified applicants for the attached vacant position/s 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 17 July 2017.**

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

  
**JOSEFINO I. TORRES**  
Deputy Administrator and Chairman  
OWWA SPB

03 July 2017

## OVERSEAS WORKERS WELFARE ADMINISTRATION

### Bulletin of Vacant Positions

As of 03 July 2017

**Location** : Overseas Welfare Offices  
**Position** : (2) OVERSEAS WORKERS WELFARE OFFICER IV  
(Item Nos. 369 & 400, p. 14)  
**Salary Grade** : 22 (Php 52,783)

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

**Location** : Accounting Division  
**Position** : (1) Supervising Administrative Officer (Accountant IV)  
(Item No. 65, p. 3)  
**Salary Grade** : 22 (Php 52,783)

Qualification Standards:

Education : Bachelor's degree in Accountancy, Commerce/Business  
Administration major in Accounting  
Experience : Three (3) years of relevant experience  
Training : Sixteen (16) hours of relevant training  
Eligibility : Certified Public Accountant

**Location** : Advocacy and Social Marketing Division  
**Position** : (1) PHOTOGRAPHER IV  
(Item No. 131 p. 5 - *Republication*)

**Salary Grade** : 12

Qualification Standards:

Education : High School graduate or Completion of relevant vocational/  
trade course  
Experience : Two (2) years of relevant experience  
Training : Eight (8) hours of relevant training  
Eligibility : Photographer (MC 10 s. 2013 - Category II)

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

**Region** : **Regional Welfare Office VII**  
**Position** : **(1) OVERSEAS WORKERS WELFARE OFFICER III**  
(Item No. 212 p. 7 - Republication)

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 VII**  
**Position** : **(1) OVERSEAS WORKERS WELFARE OFFICER II**  
(Anticipated Vacancies)

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