

Republic of the Philippines  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be  
in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the OVERSEAS WORKERS WELFARE ADMINISTRATION in the CSC website:

*Dr. Zosima Maria P. Santos*  
ZOSIMA MARIA P. SANTOS  
Date: 07/09/2025

RICARDO T. DORON JR.  
HR Specialist I

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Administrative Officer	OWWAB-SADOF-17-2018	22	78162	Bachelor's Degree relevant to the job	Sixteen(6) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		OWWA Regional Welfare Office XI
2	Administrative Officer IV (Human Resource Management Officer II)	OWWAB-ADOFA-5-2019	15	40208	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		OWWA Central Office - Human Resource Management and Development Division
3	Overseas Worker Welfare Officer II	OWWAB-OWWMO2-54-2018	15	40208	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		OWWA Regional Welfare Office BARMM
xxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxx										

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **July 24, 2025**.

1. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and **Work Experience Sheet** which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);  
2. Performance rating in the **last rating period** (if applicable);  
3. Photocopy of certificate of eligibility/rating/license; and  
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**ATTY. EDELYN A. DUNGAN-CLAUSTRO**  
Chief of Staff/Director IV, AFMO  
F. B. Harrison St., Pasay City  
[careers@owwa.gov.ph](mailto:careers@owwa.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.