

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

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:

Mr. John P. Santos

Date: 06/25/2025

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards					Competency (if applicable)	Place of Assignment
				Monthly Salary	Education	Training	Experience	Eligibility		
1	Overseas Worker Welfare Officer IV	OWWAB-OWWOC4-25-2018	22	78162	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Overseas Welfare Office
2	Overseas Worker Welfare Officer IV	OWWAB-OWWOC4-22-2018	22	78162	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Overseas Welfare Office
3	Supervising Administrative Officer	OWWAB-SADOF-14-2018	22	78162	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		OWWA Regional Welfare Office IV-A
4	Overseas Worker Welfare Officer IV	OWWAB-OWWOC4-50-2018	22	78162	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		OWWA Regional Welfare Office II
5	Overseas Worker Welfare Officer IV	OWWAB-OWWOC4-42-2018	22	78162	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		OWWA Regional Welfare Office X
6	Accountant II	OWWAB-A2-20-2019	16	43560	Bachelor's Degree in Commercial/Business Administration major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		OWWA Central Office - Accounting Division
7	Accountant II	OWWAB-A2-21-2019	16	43560	Bachelor's Degree in Commercial/Business Administration major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		OWWA Central Office - Accounting Division
8	Accountant I	OWWAB-A1-22-2019	12	32245	Bachelor's Degree in Commercial/Business Administration major in Accounting	None required	None required	RA 1080		OWWA Central Office - Accounting Division
9	Senior Administrative Assistant III	OWWAB-SADAS3-6-2018	15	40208	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Relevant MC 11 s. 1906 Career Service (Sub- professional) First Level Eligibility		OWWA Central Office - Board Secretariat
10	Administrative Assistant V (Printing Machine Operator IV)	OWWAB-ADASS-31-2018	11	30024	High School Graduate	Eight (8) hours of relevant training	Two (2) years of relevant experience	Printing Machine Operator (MC 11, s. 98- Cat. II)		OWWA Central Office - Engineering and General Services Division
11	Administrative Assistant III (Computer Operator II)	OWWAB-ADASS3-25-2018	9	23226	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub- Professional) Encoder (MC 11, s. 98-Cat. I) First Level Eligibility		OWWA Central Office - Accounting Division

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 10, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

