



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 09 January 2017

### **NATIONAL REINTEGRATION CENTER FOR OFWs**

#### **Requirements:**

1. Application letter addressed to Director Mantilla indicating the position applied for and the item number.

**Director CHONA M. MANTILLA**

National Reintegration Center for OFWs

Ground Floor, Blas F. Ople Development Center, cor. Solana and  
Victoria Sts., Intramuros, Manila

2. Duly accomplished Personal Data Sheet with latest passport size photo, sedula and thumb mark;
3. Copy of latest performance rating (for government employees);
4. Copy of TOR, Diploma and Certificate of Eligibility (CSC or RA 1080);
5. Certificate of Employment with actual duties and responsibilities (if applicable);
6. Certificate of seminars/trainings attended (if applicable); and,
7. Statement of duties and responsibilities which indicates the management and supervisory experience – for managerial and supervisory positions (if applicable).

**Note: Only qualified applicants with complete requirements will be processed.**

<b>Position Title</b>	: <b>CHIEF LABOR AND EMPLOYMENT OFFICER</b> Republication
<b>Item No/s.</b>	: CLEO-2-2012
<b>No. of Position/s</b>	: 1
<b>Division</b>	: Policy Development and Program Management Division
<b>Salary Grade</b>	: 24 (P 64,416)

**Job Qualifications**

- Education : Master's degree **OR** Certificate in Leadership and Management from the CSC
- Experience : Four (4) years of supervisory/management experience
- Training : Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years
- Eligibility : CS Professional or Second Level eligibility

**Brief Description of the Position**

Under direction, develop, support and implement programs and projects for livelihood, entrepreneurship, savings, investments and financial literacy for returning Filipino migrant workers and their families in coordination with relevant local and overseas stakeholders, service providers and international organizations.

<b>Position Title</b>	: <b>LABOR AND EMPLOYMENT OFFICER III</b> Republication
<b>Item No/s.</b>	: LEO3-21-2012
<b>No. of Position/s</b>	: 1
<b>Place of Assignment</b>	: Regional Office No. 4-A, Calamba City, Laguna
<b>Salary Grade</b>	: 16 (P 30,044)

**Job Qualifications**

- Education : Bachelor's degree
- Experience : One (1) year of relevant experience on advocacy and education work, financial advising services, program monitoring and evaluation, entrepreneurship/livelihood assistance, networking, accounting, etc.
- Training : Four (4) hours of relevant training conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : CS Professional of Second Level eligibility

**Brief Description of the Position**

Under immediate supervision, assists in the implementation and conduct of capacity building programs and other appropriate programs to promote the welfare of returning overseas Filipino workers and their families implementers, service providers and stakeholders.

**\*\*\*\*nothing follows\*\*\*\***