

NOTE: NAMES OF COMPANIES ARE WITHHELD FOR THE FOLLOWING REASONS:

1. To encourage clients to avail of Metro PESO's referral services by matching clients' qualification vis-a-vis existing Job Vacancies.
2. To keep track of clients' availing our services.
3. Some companies require us to pre-screen applicants' qualifications before referral to them. (please follow our Guide for Applicants stated below.)

LOCAL EMPLOYMENT REFERRAL (FOR APPLICANTS)

Metro PESO provides employment assistance to job seekers through referral. Career guidance and counseling is also offered to assist the applicants in going about the recruitment process in different companies. The office offers interview tips and guides on writing resume or application letters, among others. It also assists clients in choosing the position/job that will match their abilities and interests.

REQUIREMENTS:

1. Curriculum Vitae/Resume with 2" x 2" picture
2. Transcript of Records or graduation certificate (Form 138, for high school graduates)
3. NBI Clearance (valid for 1 year) or Police Clearance (valid for 6 months) or Barangay Clearance
4. Extra picture, preferably 1" x 1"
5. Training Certificates, if available
6. Employment Certificate, if available.

FOLLOW THESE STEPS:

1. **SUBMIT REQUIREMENTS**
(Applicant submits the above requirements to the Community Employment Center staff.)
2. **FILL-UP SKILLS REGISTRY FORM** (Applicant fill up the Skills Registry Form in a clear, legible manner. Make sure to indicate a contact number. If applicant does not have a telephone, provide a contact number and name of the person who can accept the call for you.)
3. **JOB OPPORTUNITIES BULLETIN SERIES (JOBS)** - Applicant chooses 1 or 2 positions from the Job Opportunities Bulletin Series (JOBS), a list of current vacancies are posted on the CEC bulletin board. New vacancies are also posted in this site every Monday.
4. **ONE-ON-ONE INTERVIEW** (Applicant undergoes an interview with a Metro PESO CEC Staff. Career Counseling is also available.)
5. **ISSUANCE OF REFERRAL LETTER** (Applicant waits for the referral letter(s). While waiting, the applicant can read the Employability Enhancement articles posted on the CEC bulletin board, to help him in job hunting.)
6. **APPLICATION WITH THE EMPLOYER** (Applicant proceeds to the company he/she is referred to. Applicant attaches the referral letter to his curriculum vitae and other documents. One set of documents is required per referral. Applicant will need to follow-up his application.)
7. **SUCCEEDING REFERRALS** (Applicant must remember his application number (written on the upper corner of the data card) and the date of submission of requirements. This information is needed for the applicant's next referral. During the succeeding referrals, applicant fills up a Referral Form and undergoes another interview with a CEC Employment Officer.)
8. **RENEWAL OF APPLICANT'S SKILLS REGISTRY** (Applicant may renew his data after 6 months, if he still wants to avail of the referral service. A new set of requirements is required.)
9. **UPDATING OF JOB VACANCIES** (The list of Job Vacancies is updated every Monday.
Applicant may come back on the next Monday to request for another referral letter. An applicant must follow up his/her previous application(s) before requesting for another referral from Metro PESO.)

APRIL 30 to MAY 04, 2012

JOB OPPORTUNITIES **BULLETIN SERIES**

VACANCIES/POSITIONS	QUALIFICATIONS/REQUIREMENTS
1. LICENSED PHARMACIST	Male/Female, not more than 38 y/o, with valid license
2. PHARMACIST	Female, with valid license, trustworthy, not over 40 yrs. old
3. ADMISSION OFFICER	Male/Female, 21-35 y/o, graduate of BSBA-Marketing, Management or any related field, special skill in Marketing is an advantage, proficient in oral/written communication with good interpersonal skills, with 1 year clerical/supervisory experience, computer literate
4. ACCOUNT OFFICER	Male, Single, 19-25 y/o, graduate of any business course, can drive a motorcycle, with valid driver's license, willing to be assigned anywhere in Bicol
5. SALES COORDINATOR	Male/Female, graduate of any college course, with at least 1 year related work experience, computer literate, good in oral/written communication skills, eager to learn
6. ACCOUNTS (PAYABLE)OFFICER SPECIALIST	Male/Female, Accounting graduate, with at least 1 year related work experience, good moral character, with initiative, good in oral/written communication
7. SALES SUPERVISORS	Male, not over 40 y/o, graduate of any college course, with at least 2 years managerial or 3 yrs. supervisory experience, with sales experience in Key Accounts or other related services
8. VAN SALES AGENTS	Male, not over 35 y/o, graduate of any business course, with at least 1 year related work experience, with valid driver's license rest. 1,2,3, for Ex-truck DSP, honest, with good customer relations, excellent oral communications & negotiation skills
9. SALESMAN/ACCOUNT EXECUTIVE	Male, graduate of business course or with Engineering background, with 3 years related working experience, knows how to drive, with valid driver's license, work with less supervision
10. PART-TIME/FULL TIME TUTOR	Male/Female, graduate of BS Physics, Chemistry or Mathematics, fresh graduates or licensed teachers may apply
11. MARKETING ASSOCIATE	Male/Female, graduate of Marketing course or business related course, with real estate marketing experience preferably, highly trainable, fresh graduate may apply, a team player & with strong interpersonal relationship skills, good in written/oral communication skills, persistent

12. MARKETING ASSISTANT	Male/Female, not more than 35 y/o, college graduate, with marketing experience, computer literate, willing to do fieldwork
13. ACCOUNTING STAFF	Female, 20 y/o Above, BS Accountancy graduate or any business course, computer literate
14. MECHANICAL ENGINEER	Male, 25-30 y/o, BSME graduate, with or without experience, hardworking, trustworthy, can work with less supervision, trainable
15. ACCOUNT EXECUTIVE	Male/Female, not more than 30 y/o, college graduate with accounting know-how, computer literate, sales or marketing experience an advantage, excellent in oral/written communication skills, good moral character, a resident of Camarines Sur or Cam. Norte, willing to be trained
16. ACCOUNTING STAFF	Female, 21-28 y/o, single, BS Accounting graduate from a reputable school, with at least 1 yr. experience in related field, hardworking
17. CASHIER	Female, single, 22-28 y/o, at least college level, flexible and hardworking, fast learner
18. MARKET DEVELOPMENT TECHNICIAN	Male, BS Agriculture graduate, dynamic, pro-active, can handle problem solving situation, with valid professional driver's license, willing to be assigned anywhere in the Philippines
19. CUSTOMER RELATIONS SERVICE REPRESENTATIVE	Male/Female, not more than 35 y/o, graduate of BS Criminology or any 4-yr. college course, with 1-2 yrs. experience in handling security matters, with knowledge in crisis management and human behavior and keen on investigation skills, physically fit, can implement creative ideas, flexible, honest
20. OFFICE ASSISTANT	Female, not over 35 y/o, graduate of Psychology, Behavioral Science, Communication Arts, Computer Science, or any business course, with pleasing personality, willing to render overtime, flexible and fast learner
21. SALESMAN	Graduate of any 4-year college course, not more than 35 y/o, with or without experience, with valid driver's license rest. 1-2-3, hardworking, work with less supervision
22. CUSTOMER RELATIONS COORDINATOR	Female, 22-26 y/o, BS Accountancy graduate or any business related course, computer literate, with pleasing personality, willing to be assigned within Bicol Area.
23. SALES AGENT (For Bicol Area)	Male, 21-40 y/o, single, graduate of any business related course, with sales experience an advantage, with valid driver's license, hardworking

24. SALES REPRESENTATIVE	Male, 22-30 y/o, college graduate preferably business course, good interpersonal skills, honest, with good moral character, with pleasing personality
25. TREASURY ASSISTANT	Female, not over 25 y/o, college graduate of any course, honest, intelligent, willing to work long hours in a fast-paced environment
26. SALES ENGINEER	Male/Female, single, not more than 35 yrs. old, BSCE/BS Arch. Or any related courses graduate, with pleasing personality, computer literate
27. SALES ENGINEER	Male/Female, 21-28 y/o, graduate of BSEE, BSECE, BSCoE, BSCS, or BSIT and related courses, good in oral & written communication skills, with keen interest in marketing, willing to do fieldwork, can work under pressure with minimum supervision
28. SALES COORDINATOR	Male, not above 35 y/o, graduate of any business related course, with at least one year sales experience, computer literate, professional and skilled driver (rest. 1,2,3), work under less supervision, good moral character, honest, assertive & pro-active
29. MANAGEMENT TRAINEE	M/F, 20-28 y/o, 5'4" ht. for male, 5'2" ht. for female, with pleasing personality, computer literate, college graduate/college level, aggressive and creative in sales conceptualization, good communication skill, customer service –oriented
30. JR. SALESMAN	Male, 24-30 y/o, graduate of business related course, with background in sales & marketing, with driving skills, can work with less supervision, with good moral character, honest, assertive, pro-active
31. SALES & MARKETING ASSISTANT	Male, 22-27 y/o, graduate of any business course (preferably Marketing), with professional driver's license (1 & 2), good communication skills, flexible, with related sales experience, with pleasing personality, willing to be trained
32. SALESMAN	College graduate, between 21-30 y/o, with driving skills and valid license (1,2,3), good moral character
33. ELECTRICIAN	Male, 25-30 y/o, with or without experience, graduate of electrical course or related vocational course
34. JR. SALESMAN	Male, not more than 27 y/o, graduate of any four year course, with sales experience is an advantage, can drive 4-6 wheelers, with valid driver's license (1,2,3), with pleasing personality
35. SERVICE ENGINEER	Male, BSECE, BSEE, BSCoE, Electronics Tech. Voc. Graduate with adequate electronic, mechanical, & computer background, willing to do fieldwork, a resident of Cam. Sur

36. SERVICE ENGINEERS	Male, 24-28 y/o, graduates of Electronics & Communications Engineering or Computer Science Engineering, above average computer literacy and communication skills, with good personality, can do fieldwork, willing to be assigned in any of the key Cities of the Philippines, willing to start immediately if qualified.
37. SOLUTIONS CONSULTANT	Male/Female, 24-29 y/o, graduate of any 4-year business course, computer science & related course, computer literate, above average communications skills, good personality, responsible, can do fieldwork, willing to start immediately if hired, willing to be assigned either in Naga City or Legaspi
38. SALES COUNSELOR (commission basis)	Male/female, 18 and above, college graduate, preferably business course e.g. marketing
39. RETAIL SALES COORDINATOR	M/F, 20-28 y/o, college graduate or college level, 5'4" ht.-male, 5'2" ht.-female, with pleasing personality, aggressive & creative, good communication skill, customer service-oriented
40. MANAGEMENT TRAINEE	M/F, college graduate of any business course, customer-oriented, willing to work on shifting schedule, willing to undergo training, with at least 1 year experience in store operations of a Quick Service Restaurant/company
41. MERCHANDISING CLERK	Female, 22-26 y/o, graduate of any business course, customer service oriented, proficient in computer applications, hardworking
42. SALES ENGINEER	Male, 20-26 y/o, graduate of BS C. E., Industrial Engineering, or any related course, with sales and marketing experience, willing to be assigned in Partido-Rinconada areas, Albay, Cam. Sur or Cam. Norte, with good moral character
43. MERCHANDIZER	Male, not more than 25 y/o, graduate of any 4-year course, with related experience, willing to be assigned in any area in Bicol, hardworking
44. MANAGEMENT TRAINEE	Male/Female, 25-30 y/o, graduate of any 4-yr. business course, w/ at least 1 year supervisory experience in retail operation or related business, with pleasing personality, willing to be assigned anywhere in the company branches in Luzon, Visayas, and Mindanao
45. ACCOUNTING CLERK	Male, graduate of any business course, BS Accountancy preferred, not more than 28 y/o, single or married, willing to be assigned anywhere in Bicol area
46. SALESMAN/DRIVER	Not more than 35 y/o, college graduate, experience in sales and marketing is an advantage, with valid driver's license(1,2,3) computer literate
47. SALES AGENT	Male/Female, college level, with sales experience, aggressive,

	reliable, hardworking, work with less supervision
48. SALES CONSULTANT	Male/Female, graduate of any college degree, customer service oriented
49. I.T. HELP DESK	Male/Female, single, not over 28 y/o, graduate of any IT related course, with basic knowledge in computer troubleshooting (LAN), can communicate well in all levels of the organization, willing to be assigned anywhere in Bicol
50. CASHIER	Female, 18-25 y/o, college graduate/college level, with at least 6 months experience in related field, with pleasing personality
51. STOCK CLERK/SALES CLERK (20)	Female, not over 25 y/o, college graduate or college level, intelligent, honest, trustworthy, good communication skill, can work under pressure
52. SALES REPRESENTATIVES	Male/Female, not more than 40 y/o, college graduate, single, with valid driver's license, willing to be assigned in South Luzon, hardworking, flexible
53. SR./ JR. VAN SALESMAN	Must be a college graduate, with valid driver's license (1,2,3), single, not over 40 yrs. old
54. OFFICE CLERK/SALES CLERK	Female, 21-but not more than 25 y/o, college graduate of any course, with working experience in related field, computer literate
55. ACCOUNTING CLERK	Female, BS Accountancy graduate, computer literate, not more than 30 y/o, can work with less supervision, honest, hardworking
56. MARKETING OFFICER	Male/Female, not more than 35 y/o, graduate of any business course, with at least 2-3 years supervisory experience in retail industry, with concentration in visual merchandising and category management, willing to travel to any SSDI branches in Bicol, with excellent oral and written communication skills, computer literate
57. MARKETING ASSOCIATE	Male/Female, college graduate, can be a fresh graduate, with real estate marketing experience preferably, highly trainable, possesses strong interpersonal relationship skills, good in oral/written communication, team player
58. CREDIT CONSULTANTS	Male/Female, 21-28 y/o, knows how to drive a motorcycle with valid driver's license, good in oral and written communication, willing to be assigned anywhere in Bicol, excellent in customer service
59. TUTORIAL TEACHER	Female, not more than 35 y/o, BEED graduate- Math, English, experience is an advantage, fresh graduate may apply
60. MARKETING OFFICER	Male/Female, 23-27 y/o, graduate of Marketing

	Management/Communication, with at least 2 yrs. marketing experience, dynamic & keen to details, with pleasing personality, and good communication skill, customer service-oriented, with high confidence level
61. SALESMAN	20-28 y/o, college graduate or college level, 5'4" ht. – male, 5'2" ht. – female, good communication skill, aggressive and creative, with pleasing personality, customer service-oriented
62. SALESMAN/SATURATOR	Male, not more than 35 y/o, college level, with experience in sales, knows how to drive, with valid driver's license (1,2,3), of good moral character
63. STORE HEADS/MANAGERS	Male/Female, college graduate of any business-related course, not over 40 y/o, single, with at least 1 yr. managerial experience, willing to be assigned anywhere in Bicol
64. MERCHANDIZER	Male, not more than 28 y/o, college level, single or married, with or without experience, willing to be assigned anywhere in Bicol
65. ACCOUNT EXECUTIVE	Male/Female, not more than 30 y/o, college graduate, experience in sales & marketing is an advantage, computer literate, excellent in oral/written communication skills, trainable, willing to do field work, resident of Naga City, Cam. Sur or Norte
66. CASHIER	Female, 21-25 y/o, graduate of any 4-yr. course or college level, 5'2" ht., proficient in computation, high level of confidence, with pleasing personality, customer-focused
67. CASHIER	Female, not over 25 y/o, college graduate/college level, with pleasing personality, computer literate, focused and detail-oriented, willing to work under pressure in support of sales operations
68. CUSTOMER SERVICE ASSISTANT	Male/Female, not over 25 y/o, 5'7" in ht. for male, 5'4" for female, graduate of any college course, good communication skills, honest, patient, customer service oriented
69. CUSTOMER SERVICE REPRESENTATIVE	Female, not more than 25 y/o, college graduate with computer skills, excellent communication skills, with sales/customer service experience
70. DISTRIBUTION SALES PERSONNEL	Male, not more than 30 y/o, college graduate, with driver's license (1,2,3), with at least 1 yr. sales experience, customer service oriented, good in oral and written communication, willing to be assigned anywhere in Bicol
71. ACCOUNTING SUPERVISOR	Female, not more than 35 y/o, college graduate of B.S. Accountancy, at least 2 yrs. related experience, highly analytical, computer literate

	(MS Excel, Word, PowerPoint), good in oral/written communication
72. JR. SALESMAN	Male, not more than 28 y/o, with prof. driver's license (1,2,3), college level
73. I.T. SPECIALIST	Male/Female, not over 30 y/o, graduates of BS Info. Tech. or related course, knowledgeable in handling computer set-up & configuration, networking, monitoring & maintenance, troubleshooting minor computer problems
74. MANAGEMENT TRAINEES	Male/female, 23-28 y/o, single, graduate of any college 4-yr. course, good in oral and written communication, with good leadership, flexible and with good interpersonal relations
75. KEY ACCOUNT SPECIALIST	Male, 25-35 y/o, graduate of any business course, with 3-5 years experience in handling key accounts, computer literate, preferably with driving skills and valid driver's license (1,2,3), honest, assertive, proactive, excellent in written/oral communication skills, willing to be assigned in any area w/in Bicol.
76. EYE LEAGUER	Male/ Female, 18-23 y/o, college level, with pleasing personality, with good communication skills, customer service-oriented, keen on details, dynamic
77. MANAGEMENT TRAINEES	Male/Female, graduate of any 4-year course, 20-28 y/o, wholesome personality, with employment experience preferably in restaurant or fast food, willing to work on shifting schedule, flexible
78. MANAGEMENT TRAINEE	Female, 20-26 y/o, college graduate, with at least 1 YR. working experience
79. MANAGEMENT TRAINEE/SELLING SUPERVISOR	Male/Female, 22-26 y/o, graduate of any business course, with accounting knowledge, with pleasing personality, with good communication skills, work experience in supervisory and retail industry is an advantage, honest, willing to be assigned anywhere in Bicol
80. MARKETING STAFF	Female, 25-30 y/o, BSBA or Mass Comm. Graduate, excellent in oral & written communication, good interpersonal skills
81. MERCHANDISER	Male, not more than 28 y/o, college level or college graduate, 5'4" in ht., computer literate
82. FINANCIAL CONSULTANT/SALES AND COLLECTION ASSISTANT	Male, not more than 30 years old, college graduate or college level, able to drive a motorcycle with valid driver's license, computer literate

83. PHARMACY ASSISTANT	Female, single, not over 28 y/o, 5'3" ht., College level or college graduate, with pleasing personality, willing to be assigned anywhere in Bicol
84. PROMO ASSISTANT	Female, 18-25 y/o, height -5'1", college level or college graduate
85. PROMODISER	College level or college graduate, 21 y/o but not more than 30, with experience in related field, with pleasing personality
86. COLLECTORS	Male/Female, high school graduate or college level, trustworthy and hardworking
87. SALES REPRESENTATIVE	Male, not more than 40 y/o, graduate of any degree course, with valid driver's license (1,2,3)
88. SALES ASSISTANT/UTILITY ASSISTANT	Male/Female, 18-22 y/o, college level (72 units), height – 5'2"/" (female) 5'4" (male), with pleasing personality
89. SALES CLERKS/UTILITY CLERKS/STOCK CLERKS	Male/Female, at least High School graduate, 5'2" ht for female, 5'6" ht. for male, willing to work under pressure, customer-service oriented
90. SALES REPRESENTATIVES	Male/Female, single, 22-28 y/o, college level or college graduate, hardworking
91. SALESMAN	23-30 y/o, graduate of any business course, experience is an advantage, computer literate, with driving skills and valid driver's license (1,2,3), honest, assertive, proactive
92. BOOKING SALESMAN/KEY ACCOUNT SALESMAN	Male, 21-30 y/o, single/married, college graduate preferably with major in Marketing and Business Administration, with at least 2 years experience in sales and distribution, has experience in handling booking accounts/key accounts in any area in Bicol, adept in merchandising and negotiation skills, computer literate
93. EX-TRUCK/SATURATION TEAM SALESMAN	Male, 21-30 y/o, single or married, college graduate of any business related course, with at least 1 yr. experience in sales and distribution, experience in handling ex-truck operations in any area in Bicol, with extensive knowledge of secondary and tertiary accounts in Naga City, adept in merchandising and negotiation skills, computer literate
94. PRODUCTION ANALYST	Male/Female, BS Animal Science, Manufacturing Agri-Business, Agri-Economics, BSBA or any related field, leadership & problem solving skills, can cope up with deadlines, effective verbal & oral communication skills, with pleasing personality
95. SALES COORDINATOR	Male, graduate of any business course, computer literate, honest & hardworking, with valid driver's license, knows how to drive a

	motorcycle
96. FINANCE SALES REPRESENTATIVE	Male/Female, graduate of any business course, computer literate, honest & hardworking
97. DELIVERYMAN	Graduate of any 4-year college course, not more than 27 y/o, 5'4" in height, ability to handle multiple tasks, reliable, with driving skills & valid driver's license (1,2, 3), hardworking, result-oriented, proactive, with good interpersonal skills and a team player, with basic knowledge on operation of various types of material handling equipment, computer literate
98. DRIVER	Male, at least 24 y/o or above, at least high school graduate, with valid driver's license (1,2,3), with experience in driving 10-wheeler trucks, with basic engine troubleshooting knowledge
99. BAGGER	Male/Female, 5'6" for male, 5'2" for female, not over 25 y/o, college level or college graduate, smart, trustworthy, good customer service skills, willing to work overtime, with pleasing personality
100. DRIVER-MECHANIC	Male, 25-30 y/o, graduate of automotive mechanic course, with or without experience, with valid driver's license (1,2,3)
101. DRIVER STAFF	Male, 25-30 y/o, at least 2 nd yr. college, with valid driver's license (rest. 1-2-3, with knowledge in engine troubleshooting, with 3 yrs. driving experience, physically fit
102. DRIVER	Male, with related work experience (in driving Elf/Forward trucks, with valid professional driver's license, with pleasing personality
103. SR./ JR. VAN SALESMAN	Must be a college graduate, with valid driver's license (1,2,3), single, not over 40 yrs. old
104. DRIVER/ SALESMAN	18-35 Y/O, college level, with pleasing personality, articulate, with valid driver's license (1,2,3), flexible
105. DRIVER	Male, not more than 35 y/o, College level, with valid driver's license (1,2,3), hardworking, trustworthy
106. DRIVER/BELLMAN	At least college level, 21-25 y/o, with valid professional driver's license
107. MARKET CHANNEL COORDINATOR	Male, BS Agriculture (Animal Science or related course), assertive, pro-active, with valid professional driver's license, with pleasing personality, willing to be assigned anywhere in Bicol
108. DELIVERY DRIVER/HELPER	Male, physically fit, can read, write and perform basic math computation, with professional driver's license (1,2,3), good moral character
109.	Male/Female, 18-25 y/o, HS or college level, smart and with pleasing

SERVICE CREW	personality
110. SALES/UTILITY CLERKS & PROMODIZER	Male, 18-25 y/o, 5'6" in height, with pleasing personality, college level or college graduate, articulate and aggressive
111. WAITER	Preferably HRM graduate, hardworking, work with less supervision, good moral character
112. BARTENDER	Female, 20-25 y/o, graduate of 2-yr. HRM course, hardworking, with good moral character
113. KITCHEN HELPER	Preferably HRM graduate, with 6 months to 1 year related experience, good moral character
114. DELIVERY DRIVER/HELPER	College level, not more than 30 y/o, with valid driver's license (1,2,3), reliable, honest, can work with less supervision
115. WAREHOUSE HELPER	Male, 18-25 y/o, high school graduate, willing to be train, with related working experience
116. UTILITY MERCHANDISER	Male, 18-25 y/o, high school graduate, 5'4" in ht., hardworking, flexible
117. COOK	Male, 25-30 y/o, with skills in cooking, with at least 1 yr. experience in cooking different kind of dishes, good moral character, a resident of Naga City
118. DELIVERY DRIVERS	Male, 25-35 y/o, at least H/S graduate, can drive 6-wheeler trucks, with valid driver's license (1,2,3), very familiar with Bicol areas
119. HOTEL STAFF / FRONT DESK CLERK, COOK	Female, single, not more than 35 y/o, industrious, w/ pleasing personality
120. PROFESSIONAL WELDER	Male, with experience in related field, hardworking, physically fit, with pleasing personality
121. MAINTENANCE CREW	Male, 22-28 y/o, with at least 1 yr. working experience, with knowledge in repairing A/C and Refrigerators, basic knowledge in electrical wiring, willing to be assigned anywhere in Bicol
122. PUMP ATTENDANT	Male, 19-28 y/o, single, High School graduate, flexible and hardworking, honest
123. TANKER (LORRY) DRIVER	Male, 25 y/o above, professional driver (license rest. 1,2,3) with at least 2 years experience as tanker driver, college level, physically fit, flexible and hardworking
124. DRIVER	21-35 Y/O, college level, with or without experience, with valid driver's license (1,2,3), willing to be assigned in San Pablo City, Laguna
125. DELIVERY DRIVER/HELPER	Male, not more than 30 y/o, college level, with driving skills and

	valid driver' license rest. 1,2,3, with 2 yrs. experience in driving close- vans, willing to travel any place in Bicol
126. DRIVERS	Not more than 35 y/o, with valid driver's license rest. 1,2,3, with experience in driving delivery vans & trucks, good moral character, willing to be assigned in any LCC branch
127. STATION SUPERVISOR	Female, single, 21-28 y/o, college graduate preferably psychology graduate, working experience as HR Officer is an advantage, flexible, hardworking, fast learner
128. MERCHANDISER (7)	Male, not more than 25 y/o, graduate at any 4 yrs. Course, with related experience, customer service oriented, good in oral & written com., willing to be assign in any area in Bicol
129. SALES AGENT (10)	Female, 20-28 y/o, at least college level, with pleasing personality, customer service oriented
130. DELIVERY DRIVER/ HELPER (6)	Male not more than 30 y/o, at least college level (72 units), at least 2 yrs experience in driving aluminum van, with driving skills (RC 123) willing to be assigned in any area in Bicol
131. SERVICE ENGINEERS	Graduate of electronics & communication engineering, computer science engineering, 24-28 y/o, preferably male, above average computer literacy & communication skills, good personality, responsible, hardworking, can do field work, willing to be assign in any of the cities in the Phil., can start immediately after passing pre-requisite, tests and interviews
132. FIELD SALES TRAINEE (10)	College graduate of business related course, male/female, not more than 30 years old
133. DELIVERY DRIVERS 5	Male, college level, valid driver license
134. MARKET DEVELOPMENT ASSISTANT	Female, preferably single, 21-27 yrs. old, graduate of 4 yrs. business related course, w/ experience in clerical works, honest and assertive, w/ good oral and written communication skills, flexible and computer literate, w/ pleasing personality
135. OFFICE STAFF/WAREHOUSEMAN	Male, 22-27 y/o, college level, computer literate, trustworthy, honest, with good moral character

136. PRODUCTION ANALYST	Pursuing a bachelor degree in animal science, manufacturing ag bus., ag economics, business administration or any related field, leadership skills, problem solving skills, demonstrated ability to meet deadlines, effective written and verbal communication skills
137. AUTO- TECHNICIAN	Male, graduate of Automotive Course, with 1-2 years related working experience, highly motivated
138. JOB CONTROLLER	Male, 26-35 y/o, graduate of Mech. Engineering course, with 3-5 years related working experience, reliable
139. SERVICE ADVISER	Male, graduate of 4-yr. Automotive course, with 1-2 years related working experience, with supervisory skills, highly motivated
140. SALES STAFF	Male/Female, 19-25 y/o, college level of any 4-year course, independent, hardworking, work with less supervision, willing to learn
141. DRIVER	Male, 25-35 y/o, college level of any 4-year course, with valid prof. driver's license, with 5 years experience as prof. driver, with basic troubleshooting know-how, with TESDA auto-mech. Certificate an advantage, work with less supervision
142. DUMPTRUCK DRIVERS (5)/10-WHEELER DRIVER (10-15)/GRADER OPERATOR (6)	Male, 22-40 years old, with valid driver's license (1,2,3,4), with 1 year working experience, honest, hardworking, self-motivated
143. HEAVY EQUIPMENTS MECHANIC	Male, not more than 40 y/o, with 1-2 years related work experience, hardworking, can work with less supervision, honest
144. KITCHEN HELPER	Male/Female, 18-25 y/o, High School graduate, with 2 years related work experience, good moral character
145. SECURITY GUARD	Male, college level, 23-30 y/o, with at least 2 years experience, willing to work on shifting schedule
146. COOK	Male, 25-35 y/o, at least H/S graduate, hardworking, good moral character, with 2 years experience

147. PANTRY GIRL	Single, 18-25 y/o, High School graduate, with pleasing personality, good moral character, with 1 year working experience, hardworking
148. TEN- WHEELER DRIVER (4)	Male, at least High School graduate, with valid driver's license rest. 1,2,3, with 2 years related experience
149. WAITER	Single, 20-30 y/o, High School graduate or college level, with pleasing personality, good moral character, with 1 year related experience
150. SALES SUPERVISOR	Male, not over 35 y/o, graduate of business related course, with sales experience & supervisory level position, with knowledge in handling warehouse operation, willing to be assigned anywhere in Bicol, with valid driver's license rest. 1,2,3, work with less supervision, trustworthy, pro-active, assertive
151. CASHIER (3)	Female, 21-25 y/o, graduate of HRM or related course, customer service-oriented, computer literate, ready to work at varied hours/days and even on weekends, experience in cashiering an advantage
152. DINING CREW (10)	Male, with High School diploma, 5'4" in height, customer service-oriented, willing to work overtime, related work experience is an advantage
153. DISHWASHER (4)	Male, with High School diploma, with basic sanitary knowledge, previous work-related experience an advantage
154. SERVICE CREW (20)	Male/Female, 18-25 y/o, High School graduate, single, of good moral character
155. PROPERTY SPECIALIST	Male/Female, 21-35 y/o, graduate of business related course, has operating knowledge in storekeeping & conducting inventory of office equipments
156. COLLEGE DEAN	Master's degree in Computer Engineering, I.T., Computer Science or related studies, doctorate degree an advantage, with 5 years related experience (3 yrs. of which as a full time Instructor) with at least 30 hours relevant training in Academe, with excellent pedagogical,



	managerial, & communication skills, not more than 55 years old
157. INSTRUCTOR/PROFESSOR	Male/Female, not more than 50 y/o, graduate of BS Computer Science, BS Info. Tech., BS Comp. Engineering or licensed ECE, AB English, BSED-English, Filipino, P.E., PEHM, & Chemistry subjects, with Master's units an advantage, with teaching experience, proficient in oral & written communication skills, w/ interpersonal skills
158. COMPUTER TECHNICIAN	Male, 21-25 y/o, college graduate, with related work experience, hardworking, honest
159. GRAPHIC ARTIST	Male/Female, 21-25 y/o, at least 2 nd Year college, with related work experience, honest, hardworking
160. OFFICE ASSISTANT (URGENT)	Female, 21-28 y/o, graduate of Accountancy, Marketing or any business course, efficient, with work experience from a sales company, honest, hardworking, can work with less supervision, computer literate, good in oral/written communication, a resident of Naga City
161. DEPARTMENT HEAD	Male/Female, college graduate, with at least 1 year related work experience in retail/general job role, supervision and or management, good communication/leadership skills, customer focus, analytical, organization & planning skills, computer literate
162. SIGN SHOP ARTIST	Male/Female, graduate of Fine Arts & Design, Interior Design or other related course, with at least 1 year experience in a service-oriented company, willing to work on extended time, with computer skills in Corel drawing and Photoshop, etc.,
163. OFFICE STAFF	Female, single, 20-25 years old, graduate of any business course, can work under pressure, good moral character, fast learner, hardworking, honest
164. PROGRAM HOST	Male/Female, college level or college graduate, with experience in handling/hosting events, with pleasing personality, can deal with children 7-12 y/o, work with less supervision, can dance

165. PROJECT MANAGER	Male/Female, college graduate, good in oral/written communication, with experience in project management/events, with pleasing personality, work with less supervision
166. MARSHALS	Male/Female, college level or college graduate, with pleasing personality, can deal with children 7-12 y/o, with experience in handling events, can dance, can work with minimum supervision
167. COACH/INSTRUCTOR	Male/Female, college graduate, has experience in teaching/coaching dance exercises, with pleasing personality, can deal with children 7-12 y/o, work with minimum supervision, with experience in handling large crowds/events
168. MERCHANDISERS (NESTLE)	Male, 18-28 y/o, H/S graduate or college level, good in oral/written communication skills, experience in Marketing/Promotion is an advantage, fresh graduates may apply
169. BRANCH CONSULTANTS (URGENT)	Female, 20-30 y/o, single, graduate of any business course, willing to undergo training, with pleasing personality, good in oral/written communication
170. SKIN THERAPISTS	Female, 18-30 y/o, single, registered/licensed "masahista", willing to undergo training, with pleasing personality
171. HUMAN RESOURCE PERSONNEL (1)	Male/Female, 22-30 y/o, college graduate BS/AB Psychology preferred, good oral/written communication, hardworking, can work under pressure
172. MAINTENANCE SUPERVISOR (1)	Male, 28-40 y/o, graduate of BS Electrical or Mechanical Engineering or any similar course, with at least 2-3 years related working experience, computer literate, good oral/written communication skills
173. DUMPTRUCK DRIVER (3)	Male, 27-40 y/o, H/S or Vocational course graduate, with 1-3 years related work experience, know how to troubleshoot minor breakdown, hardworking, physically fit, good communication skill
174. BACKHOE OPERATOR (2)	Male, 25-40 y/o, H/S or Vocational course graduate, with 2 years related working experience, know how to perform engine troubleshooting of minor defects and welding works, physically fit,

	good communication skills
175. SERVICE DRIVER (1)	Male, 25-35 y/o, H/S or Vocational course graduate, with at least 3 years related work experience, with basic knowledge in engine troubleshooting, hardworking, reliable, physically fit
176. FACIAL/MASSAGE THERAPISTS	Female, 21-above, good in oral/written communication skills, college level, with good moral character
177. ACCOUNT OFFICERS (30)	Male/Female, 20-35 y/o, graduate of H/S or vocational course or 2 nd year college, good communication & analytical skills, willing to do fieldwork in poverty stricken areas
178. AGRICULTURAL ACCOUNT OFFICERS (30)	Male/Female, BS Agriculture graduate or 2 nd year college, with 6 months related work experience, good interpersonal & communication skills, computer literate
179. FIELD OFFICER	Male, 24-28 y/o, graduate of business related course, with valid driver's license, with pleasing personality, hardworking and can work under pressure
180. BOOKKEEPER	Male/Female, 21-26 y/o, graduate of 4-year course preferably BS Accountancy, hardworking, willing to work on extended time in the office
181. FIELD MARKETING REPRESENTATIVE	Male/Female, 21-26 y/o, graduate of any business course preferably Marketing or Management, hardworking, articulate in dealing to other people
182. VAN DISTRIBUTION SALESMAN	Male, 20-27 y/o, college graduate, experience in related field an advantage, can work under pressure, willing to be assigned anywhere in Luzon
183. ACCOUNTING CLERK	Male/Female, 21-27 y/o, single, college graduate of any business course, computer literate, team player, multi-tasks performer, good oral/written communication skills, keen to details

184. TRADE DEVELOPMENT SUPERVISOR (Naga & Legaspi)	Male, not more than 35 y/o, graduate of any degree course, with at least 2-3 years sales experience handling FMCG, computer literate, with professional driver rest. 1-2-3
185. FINANCIAL CONSULTANT	Male, 21-30 y/o, graduate of business related course or two-year undergraduate of a 4-yr. course, knows how to drive a motorcycle, with valid driver's license rest. 1-2
186. BRANCH SECRETARY	Female, 21-30 y/o, preferably graduate of business related course, organized, keen to details, proficient in computer applications, good in oral/written communication skills
187. PRE-SCHOOL/ELEMENTARY SCHOOL TEACHERS	Male/Female, BSEED or BSE graduate, with or without LET
188. HR GENERALIST	Graduate of BS Human Resource Management, Psychology or Behavioral Science, with at least 3 years related experience in human resources management, compensation & benefits, recruitment, labor relation, with excellent oral/written communication skills, can work with all levels in the organization
189. OFFICE STAFF/ENCODER	Female, 2-28 y/o, single, graduate of any business course, computer literate, with/without experience, willing to be assigned in Daet, CN
190. WAREHOUSE PERSONNEL	Male, 20-30 y/o, at least H/S graduate, physically fit, with driving skill & valid driver's license rest. 1-2-3, good moral character
191. BRANCH PERSONNEL	Male/Female, graduate of any business course with at least 6 units in Management, good customer-service orientation, computer literate, willing to work overtime on Sundays & holidays
192. ENCODER	Male/Female, graduate of any college degree course, computer literate, with typing speed of at least 25 wpm, willing to accept contractual of project-base employment
193. GRAPHIC ARTIST	Male/Female, graduates of Fine Arts or Computer Science, knowledgeable of Adobe Photoshop & illustrator, with skills in free-drawing, willing to accept contractual of project-base employment

194. OFFICE STAFF	Male/Female, graduate of any business related course, good in oral/written communication skills, fast-learner & self-starter, computer literate
195. ON THE JOB TRAINEES (OJT)	Male/Female, students of any business related course, computer related & behavioral science courses, computer literate, hardworking, fast-learner
196. FINANCIAL ADVISORS (12)	Male/Female, 20-35 y/o, college graduate, with sales/marketing experience an advantage, with pleasing personality and interpersonal skills
197. SALES SUPERVISOR (ASAP)	Male/Female, 30-45 y/o, graduate of any Eng'g./Business course, can handle work pressure, with at least 5 years related work experience, proven experience in managing & motivating a sales team, willing to work outside Naga & Bicol Region
198. ACCOUNTING STAFF (ASAP)	Male/Female, 20-35 y/o, BS Accountancy is preferred, related work experience is a plus, willing to be assigned outside Naga and Bicol Region
199. RECEPTIONIST	Female, High School or college level, 21-28 y/o, with at least 1 yr. related work experience, with pleasing personality, good interpersonal skills, honest, flexible, willing to work on extended hours, good communications skills
200. MARKETING ASSISTANT	Female, single, 23-30 y/o, BS Commerce graduate, with at least 1 yr., related experience, computer literate, can work under pressure
201. STORE MANAGER	Male/Female, college level –graduate of HRM or related course, with experience in food/beverage for at least 3 years, excellent in basic math skills, have knowledge to operate cash register
202. COUNTER CREW	Female, college level- graduate of HRM or related course, with background in restaurant service, strong customer service skills, with knowledge in point-of-sales, good looking, 5'2" above in height
203. WAITER/WAITRESS	Male/Female, college level-graduate of HRM or related course, with experience in restaurant service, with strong customer service skills, with pleasing personality, 5'2" female, 5'5" male

204. KITCHEN STAFF/GRILLER	Male, college level, with background in food preparation, dispatching and assisting the cook fryer, willing to work as freezer man/dishwasher, 5'5" in height
205. BARTENDER/BAR MAID	Male/Female, college level-HRM or related course, with pleasing personality, 5'2" female; 5'5" male
206. COOK	Male, college level-HRM or related course, with at least 2 yrs. experience in restaurant and food preparation, 5'5" in height
207. STOCK CLERK	Male/Female, college level, with experience in handling stockroom & warehouse, with experience in record keeping and filing of documents, receipts, etc., possesses basic knowledge in mathematics
208. SALES ASSOCIATE	Male/Female, 18-23 y/o, college level, with pleasing personality, good communication skill, customer-service oriented, high confidence level
209. I.T. ASSISTANT	Male/Female, graduate of any computer related course, 23-26 y/o, with at least 2 yrs. related work experience as IT Asst./Officer, willing to be assigned in Batangas City
210. BAGGERS	Male/Female, 18-28 y/o, college level, hardworking, honest
211. JANITORS	Male/Female, college level, 18-28 y/o, hardworking, honest
212. SALES TRAINING ASSISTANTS (3)	Male/Female, 20-28 y/o, graduate of any business related course, with pleasing personality, good communication skills, flexible & can work under pressure, willing to be relocated
213. CREDIT EVALUATION SPECIALIST (1)	Male, 20-28 y/o, college graduate, flexible, fieldwork experience is an advantage
214. CUSTOMER ASSISTANT/DRIVER (1) UTILITY DRIVER (1)	Male, 23-30 y/o, with professional driver's license rest. 1-2, can work under pressure, at least H/S graduate, with at least 2 yrs. driving experience

215. MANAGEMENT TRAINEE	Male/Female, 23-28 y/o, graduate of any 4-yr. business course, with at least 1 year experience in a food establishment, service-oriented & with good moral character, analytical, responsible, hardworking, good planner, highly organized interpersonal skills, preferably a resident of Naga City
216. HOTEL SUPERVISOR	Male/Female, 26-30 y/o, at least 5'4" in height, graduate of BS HRM or related course, with at least 3-4 yrs. related work experience, with pleasing personality & good customer service relations, hardworking, good in oral & written communication skills, preferably a resident of Naga City
217. ACCOUNTING CLERK	Female, 23-28 y/o, graduate of BS Accountancy, with at least 1 year related work experience, analytical & highly organized, hardworking, preferably a resident of Naga City
218. FRONT DESK OFFICER	Female, 22-28 y/o, at least 5'4" in height, BS HRM graduate or any related course, with NC II certificate from TESDA as front desk officer, with pleasing personality, good customer service, responsible, analytical, hardworking, can work under pressure, with at least 6 mos. related work experience, fresh graduates may apply, preferably a resident of Naga City
219. STOCK CLERK/CUSTODIAN	Female, 24-28 y/o, graduate of any business course, with at least 1 year experience in inventory monitoring, analytical, hardworking, reliable, with pleasing personality & good moral character, 5'4" in height, preferably a resident of Naga City
220. DISHWASHER	Male, 21-28 y/o, at least High School graduate, hardworking, industrious, with initiative & strong sense of self-discipline, good moral character, a resident of Naga City
221. DRIVER	Male, 23-35 y/o, with valid professional driver's license rest. 1-2-3, with at least 1 yr. experience in driving, preferably a resident of Naga City
222. REGISTERED MEDICAL TECHNOLOGIST	Male/Female, computer literate, highly motivated & goal oriented, experience is an advantage
223. BRANCH OPERATIONS ASSISTANT (On-line	Male/Female, graduate of Bachelor's degree, customer-service

Application)	oriented, good in oral/written communication skills, computer literate (MS Word, Excel, PowerPoint, MS Access), basic knowledge in insurance operations and product features is a plus, fresh graduates may apply
224. ACCOUNT REPRESENTATIVES	Male/Female, 20-30 y/o, college level/college graduate, with pleasing personality, smart, self-confident & with good convincing power, hardworking & highly motivated
225. (1) EMD ENGINEER	Male, 21-30 y/o, BS Electro-Mechanical or Electrical Engineering graduate, with or without experience, honest, hardworking, willing to work overtime and under pressure
226. (1) PRODUCTION STAFF	Male, 21-30 y/o, BS Mechanical Eng'g. or related course graduate, with/without experience, honest, hardworking, willing to work overtime and under work pressure
227. FORKLIFT OPERATOR	Male, 25-30 y/o, single/married, at least college level, with valid driver's license, hardworking, willing to work overtime
228. CASHIER/SALES CLERK	Female, 23 above, computer literate, at least college level, highly motivated, career oriented, hardworking & reliable, with pleasing personality
229. BRANCH SECRETARY	Female, graduate of any 4-year course, 21-28 y/o, good in oral/written communication skills, with pleasing personality
230. OFFICE CLERK	Male/Female, 20-28 y/o, college graduate preferably BS Commerce, computer literate, can work with minimum supervision
231. HR SUPERVISORS/HR STAFF/HR CLERKS	Female, graduate of Psychology, Behavioral Science or Human Resource Management, knowledgeable in HR facets, with 1-2 years supervisory experience. Fresh graduates may apply for HR staff.
232. MARKETING STAFF	Male/Female, graduate of BSBA Marketing, fresh graduates may apply
233. TECHNICAL SUPPORT STAFF	Male, graduate of Computer Science or Computer Engineering, with working knowledge in Windows 9X, MS Office, hardware & software installation, fresh graduates are welcome to apply

234. VISUAL ARTISTS	Male/Female, preferably graduate of Fine Arts major in advertising, with working knowledge on free-hand drawing, creative in Arts & Adobe Photoshop. Fresh Graduates may apply
235. MERCHANDISING STAFF/CLERK, ADMINISTRATIVE STAFF/TREASURY STAFF	Male/Female, graduate of any business course, working experience in a retail company an advantage, fresh graduates may apply
236. AUDIT STAFF/ACCOUNTING STAFF/INVENTORY CONTROL STAFF	Male/Female, graduate of Accountancy, working experience in a retail company is an advantage, fresh graduates may apply
237. STORE MANAGERS, MANAGEMENT TRAINEES, SECTION SUPERVISORS	Male/female, graduate of any 4-year degree course, with 1-2 years supervisory experience in handling food, non-food, home/appliance and fresh/produce section, responsible for the achievement of sales target
238. WAREHOUSE SUPERVISOR	Male/Female, graduate of any 4-year degree course, with 1-2 years relevant experience preferably from a retail company, fresh graduates are welcome to apply for staff and clerical position
239. MAINTENANCE SUPERVISORS/STAFF	Male, not over 35 years old, Licensed Mechanical or Electrical Engineer, with 1-2 years relevant experience. Fresh graduates are welcome to apply for Maintenance staff
240. ON-LINE ENGLISH TEACHERS (15)	Male/Female, 20-30 y/o, college level/college graduate, preferably graduates of Education with major in English or communication Arts, with teaching experience, fluent in speaking English, a resident of Naga City or nearby Municipalities
241. MARKETING SPECIALIST	Male/Female, graduate of any 4-year course, related experience is an advantage, versatile, smart, good interpersonal skills
242. TUTORS (for H/S & Elementary –Majors in English, Science & Math)	Male/Female, graduate of BS Education course, preferably a licensed teacher, has teaching style suited for small group discussions, versatile
243. PHOTOSHOP TRAINOR	Male/Female, proficient in PhotoShop software, preferably graduate of Computer Science or related course, undergraduate (provided at least two years attendance) may also apply

244. SWIMMING INSTRUCTORS	Male/Female, can teach different swimming style among kids of varying age, a professional swimmer, patient
245. SALES ENGINEER	Male/Female, graduate of BS ME, Electrical/Electronics Engineering
246. ADMINISTRATIVE ASSISTANT	Male/Female, graduate of BS Commerce or related business course, computer literate
247. TECHNICIANS (20)	Male/Female, with background on Electrical or Electronics (to assemble Solar Panel)
248. DEPOT CLERK	Female, 21-30 y/o, graduate of any business course, computer literate, service-oriented attitude
249. ACCOUNT OFFICERS (5)	Male/Female, 20-35 y/o, at least 2 nd Year college of any course or High School graduate with good scholastic record, with good communication and analytical skills, willing to do fieldwork in poverty stricken areas
250. AGRICULTURAL ACCOUNT OFFICERS (4)	Male/Female, 20-35 y/o, graduate of BS Agriculture or any related courses, with at least 6 mos. related experience, good interpersonal and communication skills, computer literate
251. GRAPHIC DESIGNER	Male/Female, 21-26 y/o, BS Computer Science or graduate of any related course, artistic, strong oral/written communication skills, must have portfolios that will prove their best works, work with less supervision, with knowledge in design & presentation software, i.e. Adobe, Photoshop Illustration, Powerpoint, etc.
252. MARKET CHANNEL COORDINATOR	Male, 21-28 y/o, college level/college graduate, honest, assertive, good communication & selling skills, flexible, computer literate, sales work experience is an advantage, with valid professional driver's license
253. MARKET DEVELOPMENT TECHNICIAN	Male, 21-28 y/o, BS Agriculture graduate, dynamic & pro-active, can handle management crisis, with valid professional driver's license, willing to be assigned anywhere in the Philippines

254. WAREHOUSE STAFF	Male/Female, 21-28 y/o, graduate of any business course, computer literate, fast learner, flexible, with pleasing personality
255. TRUCK HELPER/WAREHOUSE HELPER/LABORER	Male, at least H/S graduate, physically fit, flexible, with related work experience, a resident of Pili, Cam. Sur.
256. ACCOUNTING ASSISTANTS	Male, (single/married), Female (single), 20-35 y/o, at least have reached two years in college business course, male must have a valid driver's license, highly motivated, self-starter & with pleasing personality, willing to be assigned in other towns/provinces
257. ACCOUNT OFFICERS	Male (single/married), Female (single), 21-30 y/o, graduate of any 4-year business course preferably BS Accountancy, highly motivated, with excellent interpersonal-relation skills, with pleasing personality, willing to be assigned in other towns/provinces
258. ADMINISTRATIVE STAFF	Female, single, not more than 30 y/o, college graduate, with pleasing personality, computer literate, hardworking
259. TRAINER	Male, 35 y/o below, college level, with good communication skills
260. PERSONNEL ASSISTANT	Male, 35 y/o below, college graduate, hardworking, with good communication skills, computer literate
261. SALES MANAGER	Male/Female, 35 y/o below, with sales related experience, college level/college graduate, hardworking
262. ROVING TIRE/BATTERY TECHNICIAN AGENT (for Bicol Area)	Male, 21-35 y/o, single, graduate of any business course, with background on Automotive or any TESDA National Certificates on Automotive, hardworking, with driver's license, willing to be assigned outside Bicol
263. INTERNAL SALES REPRESENTATIVE	Female, 21-35 y/o, single, graduate of any business course, hardworking, with or without experience, can work with less supervision
264. ADMINISTRATIVE ASSISTANT	Female, 22-27 y/o, graduate of any 4-year college course, hardworking, with pleasing personality

265. I.T. INSTRUCTORS	Male/Female, graduates of BS Computer Science, Computer Engineering or any related I.T. courses
266. ENGLISH INSTRUCTORS	Male/Female, graduates of A.B. English or communication Arts degrees
267. MANAGEMENT/ACCOUNTING INSTRUCTORS	Male/Female, BSBA, BSC graduates (Accounting, Financial Accounting, Management, other related majors)
268. MATHEMATICS INSTRUCTOR	Male/Female, graduate of Mathematics, Statistics or Engineering degrees
269. GENERAL EDUCATION SUBJECTS INSTRUCTOR	Male/Female, graduates of any 4-year Bachelors degree with major in History, Political Science, Social Sciences
270. P.E./NSTP INSTRUCTOR	Male/Female, graduate of BSE course major in PEHM
271. SALES ENGINEER/SALES AGENT	Male, BSME or Marketing graduate, not more than 40 y/o, with valid driver's license, honest, aggressive & flexible
272. MARKETING ASSISTANTS	Male/Female, graduate of degree course preferably Marketing or related courses, residents of Legaspi, Sorsogon and Daet, good oral & written communication skills, computer literate, experience in car selling an advantage, flexible, work with less supervision
273. CASHIER	Female, not more than 25 y/o, college level, 5'3" in height, with pleasing personality
274. SALES UTILITY CLERK	Male, not more than 25 y/o, at least college level, 5'5" in height, with selling experience, with pleasing personality
275. STOCK CLERK	Male, not more than 25 y/o, High School graduate, physically fit, 5'5" in height, with pleasing personality
276. BAGGER	Male, not more than 25 y/o, High School graduate, 5'5" in height, with pleasing personality
277. SALES ASSISTANT	Male, not over 25 y/o, college graduate, 5'5" in height, with selling



	experience, with pleasing personality
278. HR ASSISTANT	Female, not over 25 y/o, Psychology graduate, 5'2" in height, with good communication skills, can work under pressure, with or without experience, with pleasing & strong personality
279. TREASURY ASSISTANT	Female, single, not more than 25 y/o, graduate of business courses, 5'2" in height, with pleasing personality