

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.)

JANUARY 30 – FEBRUARY 03, 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. DEAN OF ACADEMICS	Male/Female, less than 55 y/o, graduate of BS Information Tech. or BS Computer Science, with at least 18 units or its equivalent M.I.S.T./M.I.T. from a highly reputable University, with 5 yrs. experience where 3 yrs. as full time instructor, with at least 30 hrs. relevant training in the academe, with pedagogical, managerial, leadership, oral/written communications skills
5. CIVIL ENGINEER	Male/Female, 26 y/o above, 1 or 2 yrs work related experience, board passer, knows how to drive & with valid driver's license, willing to work overtime
6. 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
7. MANAGEMENT TRAINEE	Male/Female, 25-35 y/o, graduate of BS Entomology, with at least 2 years work experience, can work under pressure and less supervision, people-oriented, willing to be assigned in Mandaluyong office
8. SSU TECHNICIAN	Male, Mechanical Engineering graduate, 25-30 y/o, with related working experience, with background in R/AC system, hardworking
9. 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
10. 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
11. OPERATIONS MANAGER	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
12. SALES PERSON (Van/DSP)	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
13. ACCOUNTING STAFF	Female, not over 35 y/o, BS Accountancy graduate or related course, computer literate, good analytical skills, with related work experience, can work with less supervision
14. 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
15. PART-TIME/FULL TIME TUTOR	Male/Female, graduate of BS Physics, Chemistry or Mathematics, fresh graduates or licensed teachers may apply
16. MARKETING STAFF	Male/Female, graduate of any business course but preferably Marketing, with sales/marketing experience, good in oral/written English communication, computer literate, research skills, team player, physically fit, pleasing personality
17. 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
18. AUDITOR	Male/Female, not more than 30 y/o, graduate of business courses, related work experience is an advantage, good in oral/written communication skills, computer literate, keen to details, team-player, result oriented, fresh graduate may apply
19. MARKETING STAFF	Male/Female, 25-30 y/o, BSBA or Mass Com. Graduate, excellent in oral/written communication skills, self-motivated, good interpersonal skills, experience is an advantage
20. MARKETING ASSISTANT (2)	Male/Female, not more than 35 y/o, college graduate, with marketing experience, computer literate, willing to do fieldwork
21. ACCOUNTING STAFF	Female, 20 y/o Above, BS Accountancy graduate or any business course, computer literate
22. ACCOUNTING STAFF	Female, not more than 30 y/o, BS Accountancy graduate, computer literate, can work with less supervision, can handle work pressure, good moral character, honest & flexible, fresh graduate may apply
23. MECHANICAL ENGINEER	Male, 25-30 y/o, BSME graduate, with or without experience, hardworking, trustworthy, can work with less supervision, trainable
24. UCB CANDLERS (4) –URGENT	Male/Female, not more than 25 y/o, vocational course graduate (electrical/mechanical) preferably with working experience
25. QA ANALYST (1) -URGENT	Male/Female, not more than 25 y/o, graduate of BS Chem, BS Chem Ehs, BS MicroBiology, BS Food Tech., preferably with working experience
26. 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
27. 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
28. ACCOUNTING STAFF	Female, 21-25 y/o, preferably graduate of BS Accountancy, good in oral/written communication skills, with pleasing personality, goal oriented, can handle work pressure, honest/trustworthy, computer literate, can work with less supervision
29. ACCOUNTING STAFF	Male/Female, 20-35 y/o, BS Accountancy graduate, related work experience is a plus, willing to be assigned in Sorsogon, Catanduanes, Masbate, Daet and Samar
30. C.I./COLLECTOR	Male, 24-30 y/o, graduate of any business course, excellent in oral and written communication, 5'4" in height, with good moral character, well-groomed, honest and hardworking, relevant experience is an advantage
31. FULL-TIME CASHIER (3)	Female, 20-28 y/o, 5'2" in height, at least college level, with pleasing personality, good communication skill, with or w/o experience, customer- service oriented
32. CASHIER	Female, not more than 25 y/o, college level, 5'3" in height, with pleasing personality
33. CASHIER	Female, single, 22-28 y/o, at least college level, flexible and hardworking, fast learner
34. CASHIER	Female, single, not more than 35 y/o, preferably Accountancy graduate or any related course, with or without experience, computer literate, can work under pressure with less supervision, honest, with pleasing personality
35. 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
36. (10) DISTRIBUTOR SALES PERSON	Male, not over 35 y/o, graduate of business related course, with sales experience particularly in consumers products, can drive and with valid driver's license rest. 1,2,3, team-player, can work under pressure and in less supervision, willing to be assigned in Cam. Norte area, fresh graduate are welcome to apply
37. ENCODER	M/F, graduate of any business course, not more than 30 years old, single, with or without experience, hardworking, work with less supervision
38. AIRCON TECHNICIANS	Male, 20-30 y/o, graduate of Refrigeration and Air Conditioning Technology or equivalent courses, with at least 1 year related experience, with NC II Certificate, fresh graduates may apply

39. MARKETING MANAGER/OFFICER	Female, graduate of any 4-yr. college course, preferably Marketing, with 1-2 yrs. experience in advertising and solid marketing exp., computer literate, highly assertive, can implement creative ideas, flexible, honest
40. WAREHOUSE SUPERVISOR	Male, 25-30 y/o, graduate of any degree course, with at least 1 yr. supervisory experience in warehouse operations, trustworthy, can strictly enforced established warehousing procedures
41. SENIOR SALESMAN	Not more than 35 years old, graduate of any business related course, with at least 2 years sales experience, handling consumer products, computer literate, with valid driver's license (1,2,3) work with less supervision, honest
42. ADMINISTRATION OFFICER	Male, not more than 35 y/o, BS Electrical/Mechanical or any business related course graduate, with knowledge in building administration covering maintenance, housekeeping and security, team-player, can supervise people smoothly
43. 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
44. SALESMAN	Not more than 30 y/o, college level, with valid driver's license rest. 1,2,3, willing to travel within Bicol provinces, must be familiar of Bicol area
45. 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.
46. 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
47. SALES /MEDICAL REPRESENTATIVE (2)	Male, 22-28 y/o, graduate of any business related or medical degree course, sales-oriented, with work experience, computer literate, can work with less supervision, proficient in oral/written communication, honest, preferably resident of Naga City
48. SALES REPRESENTATIVE	Male, 22-30 y/o, college graduate preferably business course, good interpersonal skills, honest, with good moral character, with pleasing personality
49. TECHNICAL SUPPORT ENGINEER	Male, 20-35 y/o, graduate of BSCE/Architecture (undergrad may also apply), must know how to use AUTOCAD/MS Office applications, working experience in construction an advantage, good communication skills, willing to be assigned in Sorsogon, Catanduanes, Masbate, Naga, Daet and Samar
50. 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
51. SALES ENGINEER	Male/Female, 20-35 y/o, graduate of Commerce/Civil Engineering /Architect, with sales experience & with existing business contacts,

	able to formulate & execute sales strategy and programs, willing to work in Sorsogon, Catanduanes, Naga, Masbate, Daet & Samar
52. SALES ENGINEER	Male/Female, single, not more than 35 yrs. old, BSCE/BS Arch. or any related courses graduate, with pleasing personality, computer literate
53. 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
54. 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
55. MANAGEMENT TRAINEE (3)	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
56. 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
57. SALES & MARKETING ASSISTANT	Male, 22-27 y/o, graduate of any business course (preferably Marketing), with prof. driver's license (1 & 2), good communication skills, flexible, with related sales experience, with pleasing personality, willing to be trained
58. SALESMAN	College graduate, between 21-30 y/o, with driving skills and valid license (1,2,3), good moral character
59. ELECTRICIAN	Male, 25-30 y/o, with or without experience, graduate of electrical course or related vocational course
60. 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
61. 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
62. 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.
63. SALES SUPERVISOR	Male, not over 35 y/o, graduate of any 4-yr. business course, experience in sales and supervisory works an advantage, willing to be assigned anywhere in Bicol, with driving skill and valid driver's

	license (1,2,3), work with less supervision
64. 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
65. SALES COUNSELOR (commission basis)	Male/female, 18 and above, college graduate, preferably business course e.g. marketing
66. INVENTORY CONTROL STAFF (4)	M/F, 20-28 y/o, 5'4" – male, 5'2"- female, with pleasing personality, graduate of college or college level, aggressive and creative, good communication skill, customer service-oriented
67. RETAIL SALES COORDINATOR (6)	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
68. DISTRIBUTOR SALES PERSONNEL	Male, not more than 30 y/o, graduate of any 4-year course, with 1 year experience in sales, with driving skills (rest. 1,2,3), willing to be assigned in any area in Bicol, computer literate
69. 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
70. MERCHANDISING CLERK	Female, 22-26 y/o, graduate of any business course, customer service oriented, proficient in computer applications, hardworking
71. MERCHANDIZER/CASHIER	Female, single, 21-30 y/o, college level or college graduate, flexible, hardworking, fast learner
72. 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
73. 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
74. 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
75. 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
76. MEDICAL TRANSCRIPTIONIST	Male/Female, not more 30 y/o, graduate of MT course or a Finishing Course in Medical Transcription or any allied medical course- Nursing, PT, Occupational Therapy, Med. Tech., Psychology,

	Biology or any allied health courses, non-practicing medical doctors, or undergraduates of Medicine proper. Must be willing to undergo training and be assigned to any shift, computer proficient and can type fast
77. 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
78. SALES AGENT	Male/Female, college level, with sales experience, aggressive, reliable, hardworking, work with less supervision
79. SALES CONSULTANT	Male/Female, graduate of any college degree, customer service oriented
80. 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
81. PROMODIZER	Female, single, 20-25 y/o, with pleasing personality, at least high school graduate, with experience in sales
82. SALES REPRESENTATIVE	Male, 21-28 y/o, college graduate or college level, with sales experience, honest, assertive, good in oral/written communication skills, computer literate, with valid professional driver's license
83. CASHIER	Female, 18-25 y/o, college graduate/college level, with at least 6 months experience in related field, with pleasing personality
84. 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
85. 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
86. SR./ JR. VAN SALESMAN	Must be a college graduate, with valid driver's license (1,2,3), single, not over 40 yrs. old
87. 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
88. ACCOUNTING STAFF	Female, 25-28 y/o, single, graduate of business course preferably Accountancy, computer literate, experience in accounting work an advantage, with pleasing personality, a resident of Naga City and suburbs
89. ACCOUNTING CLERK	Female, BS Accountancy graduate, computer literate, not more than 30 y/o, can work with less supervision, honest, hardworking
90. SALES UTILITY CLERK	Male, not more than 25 y/o, college level, 5'5" in height, with selling experience, with pleasing personality
91. 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
92. 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
93. RECEPTIONIST	Female, 22-28 y/o, single, graduate of any business course, with pleasing personality, preferably resident of Pili, Cam. Sur
94. STORE ASSISTANT SUPERVISOR	Male/Female, 22-27 y/o, graduate of any business related course, with at least 1 year related work experience, with good leadership and communication skills
95. CREDIT CONSULTANTS	Male/Female, 21-30 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
96. TUTORIAL TEACHER	Female, not more than 35 y/o, BEED graduate- Math, English, experience is an advantage, fresh graduate may apply
97. MARKETING ASSOCIATE	Male/Female, 21-25 y/o, graduate of Marketing Management/Communication, with pleasing personality, and good communication skill, customer service-oriented, with high confidence level
98. SALESMAN (15)	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
99. DRIVER/SALESMAN (BOOKING)	Male, college level/college graduate, with experience in retail trade, experience is an advantage, with valid professional driver's license (1-2), reliable, honest, know how to drive a motorcycle
100. 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
101. 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
102. MERCHANDIZER	Male, not more than 28 y/o, college level, single or married, with or without experience, willing to be assigned anywhere in Bicol
103. STORE CLERK	Female, 18-25 y/o, with pleasing personality, college level, resident of Pili or Naga City, experience in sales is an advantage but not necessary
104. 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
105. 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
106. CASHIER (20)	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
107. CASHIER	Female, not more than 25 y/o, college graduate of any course, articulate, with pleasing personality, with related work experience
108. 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
109. CUSTOMER SERVICE PERSONNEL	Female, single, not more than 26 y/o, good interpersonal relationship skill, dynamic
110. CUSTOMER SERVICE REPRESENTATIVE	Female, not more than 25 y/o, college graduate with computer skills, excellent communication skills, with sales/customer service experience
111. 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
112. 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
113. JR. SALESMAN	Male, not more than 28 y/o, with prof. driver's license (1,2,3), college level
114. BOOKING SALESMAN	Male, 21 y/o above, graduate of any degree course, with customer relations skills, knows how to drive a motorcycle, with pleasing personality, willing to be assigned in any parts of Bicol
115. KEY ACCOUNTS/VAN SALESMAN	Male, not over 35 y/o, college graduate of any business course, with at least 1 yr. experience in key accounts, with valid driver's license (1,2,3), ex-Truck DSP an advantage, honest, disciplined, good in oral/written communication, computer literate
116. 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
117. 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.
118. HUMAN RESOURCE OFFICER	Female, AB/BS Psychology graduate, not more than 35 y/o, single, trustworthy, can handle work pressure/management crisis, preferably with related work experience
119. EYE LEAGUER	Male/ Female, 18-23 y/o, college level, with pleasing personality, with good communication skills, customer service-oriented, keen on details, dynamic
120. 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
121. MANAGEMENT TRAINEE	Female, 20-26 y/o, college graduate, with at least 1 YR. working experience
122. 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
123. MARKETING STAFF	Female, 25-30 y/o, BSBA or Mass Comm. Graduate, excellent in oral & written communication, good interpersonal skills
124. MANAGEMENT TRAINEE	22-30 y/o, graduate of any 4-yr. business related course, good interpersonal skills, planning, organizing and leadership skills, analytical, responsible, hardworking, w/ 1 yr. work experience
125. MERCHANDISER	Male, not more than 28 y/o, college level or college graduate, 5'4" in ht., computer literate
126. 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
127. 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
128. PROMO ASSISTANT	Female, 18-25 y/o, height -5'1", college level or college graduate
129. PROMODISER	College level or college graduate, 21 y/o but not more than 30, with experience in related field, with pleasing personality
130. COLLECTORS	Male/Female, high school graduate or college level, trustworthy and hardworking
131. SALES REPRESENTATIVE	Male, not more than 40 y/o, graduate of any degree course, with valid driver's license (1,2,3)
132. SALES ASSISTANT/UTILITY ASSISTANT	Male/Female, 18-22 y/o, college level (72 units), height – 5'2"/(female) 5'4" (male), with pleasing personality
133. 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

134. SALES REPRESENTATIVES	Male/Female, single, 22-28 y/o, college level or college graduate, hardworking
135. 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
136. 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
137. 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
138. ACCOUNTING CLERK (2)	Female, BS Accountancy/BS Commerce graduate, 21-25 y/o, with or without experience
139. DEPOT CLERK	Male/Female, 21-30 y/o, college graduate, computer literate, service-oriented attitude, can work under pressure & multi-tasks
140. MARKETING EXECUTIVE	Male/Female, 25 y/o and above, with related experience in the field of Agriculture, has an in-depth understanding of distributions and trends, with valid professional driver's license, willing to be assigned anywhere in the Philippines
141. SALES ASSISTANT	Male, college graduate, 5'5" in height, with selling experience, with pleasing personality
142. SALES COORDINATOR	Male, graduate of any business course, computer literate, honest & hardworking, with valid driver's license, knows how to drive a motorcycle
143. CITP REPRESENTATIVE	Male/Female, graduate of any business or computer related course, honest & hardworking
144. FINANCE SALES REPRESENTATIVE	Male/Female, graduate of any business course, computer literate, honest & hardworking
145. 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
146. 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
147. JR./SR. SALESMAN	College graduate of any business course, 25-35 y/o, related work

	experience is an advantage, hardworking, trustworthy, with valid driver's license (1,2,3)
148. DRIVER (2)	Male, not over 35 y/o, with experience in driving trucks and delivery vans, good moral character, at least High School graduate
149. BAGGER (20)	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
150. DRIVER-MECHANIC	Male, 25-30 y/o, graduate of automotive mechanic course, with or without experience, with valid driver's license (1,2,3)
151. DRIVER-MECHANIC	Male, High School graduate or college level, not more than 40 y/o, experience is a must, trustworthy, with valid driver's license (1,2,3)
152. 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
153. DRIVER	Male, with related work experience (in driving Elf/Forward trucks, with valid professional driver's license, with pleasing personality
154. SR./ JR. VAN SALESMAN	Must be a college graduate, with valid driver's license (1,2,3), single, not over 40 yrs. old
155. DRIVER/ SALESMAN	18-35 Y/O, college level, with pleasing personality, articulate, with valid driver's license (1,2,3), flexible
156. DRIVER	Male, not more than 35 y/o, College level, with valid driver's license (1,2,3), hardworking, trustworthy
157. DRIVER/BELLMAN	At least college level, 21-25 y/o, with valid professional driver's license
158. 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
159. 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
160. STOCK CLERKS	Male, not more than 25 y/o, 5'6" in height and able-body, at least high school graduate
161. SERVICE CREWS	Male/Female, 18-26 y/o, enthusiastic to deliver excellent customer service, with positive attitude, with at least 3 months working experience in fast food is an advantage
162. SERVICE CREW	Male/Female, 18-25 y/o, HS or college level, smart and with pleasing personality
163. SALES/UTILITY CLERKS & PROMODIZER	Male, 18-25 y/o, 5'6" in height, with pleasing personality, college level or college graduate, articulate and aggressive
164. WAITER	Preferably HRM graduate, hardworking, work with less supervision, good moral character
165. BARTENDER	Female, 20-25 y/o, graduate of 2-yr. HRM course, hardworking,

	with good moral character
166. KITCHEN HELPER	Preferably HRM graduate, with 6 months to 1 year related experience, good moral character
167. VAN DRIVERS/HELPERS	Male, 20-32 y/o, high school/college level/college graduate, with related work experience, with valid driver's license (1,2,3), flexible and hardworking, honest
168. 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
169. WAREHOUSE CHECKER	Male, 20-28 y/o, graduate of any course, willing to undergo training, flexible, willing to be assigned for night shift schedule
170. WAREHOUSE HELPER	Male, 18-25 y/o, high school graduate, willing to be train, with related working experience
171. UTILITY MERCHANDISER	Male, 18-25 y/o, high school graduate, 5'4" in ht., hardworking, flexible
172. 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
173. 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
174. HOTEL STAFF / FRONT DESK CLERK, COOK	Female, single, not more than 35 y/o, industrious, w/ pleasing personality
175. PUMP ATTENDANT	Male/Female, not more than 25 y/o, at least High School graduate
176. PROFESSIONAL WELDER	Male, with experience in related field, hardworking, physically fit, with pleasing personality
177. 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
178. PUMP ATTENDANT	Male, 19-28 y/o, single, High School graduate, flexible and hardworking, honest
179. DRIVER (URGENT)	Male, 21-35 y/o, college level, has 5 yrs. or more experience in driving, with valid driver's license rest. 1,2,3, with good moral character, resident of Naga City, or adjacent municipalities
180. BAGGER	Male, not more than 25 y/o, HS graduate, 5'5" in height, with pleasing personality
181. DRIVER STAFF	Male, 25-30 y/o, at least 2 nd yr. college, with valid driver's license (rest. 1-2-3), knows how to engine troubleshoots, with at least 3 yrs. driving experience, physically fit
182. DEPOT CLERK	Male/Female, 21-30 yrs. old, college graduate, service-oriented, computer literate, can handle multi-task and can work under pressure
183. 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

184. STOCK CLERK	Male, HS graduate, not more than 25 y/o, physically fit, 5'5" in height, with plwasing personality
185. 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
186. 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
187. DRIVERS (25)	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
188. 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
189. KEY ACCOUNT SPECIALIST/ BOOKING SALES MAN/ VAN SALES MAN (8)	Male, not more than 35 years old, college degree in any field related in consumer industry/FMCG covering any market segments, with driving skills & a holder of valid professional license/for van salesman with restriction code 1-2-3, willing to assign in any area in Bicol, good communication skills, highly motivated, physically fit, result oriented, pro-active, trustworthy
190. TEAM LEADER (3)	Male/female, not more than 30 y/o, at least college degree, with relevant experience in sales, with good supervisory, negotiation & communication skills, with valid license (RC 1-2)
191. WAREHOUSE SUPERVISOR (1)	Male, not more than 35 y/o, at least college degree, at least 3 yrs experience in all areas of warehousing & stock mgt. , strong personality & leadership skills, good in oral & written communication
192. WAREHOUSE CREW (2)	Male, not more than 35 y/o, at least college degree, at least 1 yr experience in all areas of ware housing & stock mgt., hardworking
193. OPERATION MANAGER (1)	Male/Female, not more than 40 y/o, at least 3 yrs. Experience related in sales & distribution, good leadership skills, highly analytical & detail oriented, good in report detail & report preparation, proficient in MS Excel, MS Power point, MS Word, good in oral &written com., willing to be assign in any area in Bicol
194. DISTRIBUTOR SALES SUPERVISOR (2)	Male, not more than 40 y/o, graduate of any 4 yrs. Course, at least 4 yrs. Related course in a supervisory level, highly analytical & detail oriented, proficient in MS Excel, MS Power point, MS Word, , good in oral &written com. With driving skills (RC 12), willing to be assign in any area in Bicol

195. DISTRIBUTOR SALES PERSONNEL (2)	Male, not more than 30 y/o, graduate at any 4 yrs. Course, at least 1 yr experience in sales Customer Service oriented, good in oral & written com., With driving skills (RC 123), willing to be assign in any area in Bicol
196. ACCOUNTING STAFF (1)	Male/Female, not more than 30 y/o, BS accountancy graduate, good in oral & written com., customer service oriented, proficient in MS Excel, MS Power point, MS Word, willing to be assign in any area in Bicol
197. 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
198. SALES AGENT (10)	Female, 20-28 y/o, at least college level, with pleasing personality, customer service oriented
199. 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
200. SALES TRAINEES	Male, 21-23 y/o, 5'6" in height, with sales & marketing experience, excellent in oral/written communications skills, computer literate, good interpersonal relations, knows how to drive 4-wheel vehicles and with valid prof. driver's license, willing to be assigned anywhere in South Luzon area
201. BRANCH COORDINATOR	Management, Accounting, Finance graduate, 24-28 y/o, 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
202. 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
203. DISTRICT SALES MANAGER	College graduate of business related course, male/female, not more than 30 years old
204. SALES AGENTS (10)	College graduate of business related course, male/female, not more than 30 years old
205. WAREHOUSE PERSONNEL	College graduate of business related course, male/female, not more than 30 years old

206. FIELD SALES TRAINEE (10)	College graduate of business related course, male/female, not more than 30 years old
207. DELIVERY DRIVERS 5	Male, college level, valid driver license
208. 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
209. OFFICE STAFF/WAREHOUSEMAN	Male, 22-27 y/o, college level, computer literate, trustworthy, honest, with good moral character
210. 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
211. SALES REPRESENTATIVE	Male, 21-35 years old, preferably a graduate of any 4 yrs. business course, honest and assertive w/ good communication and selling skills, flexible and computer literate, sales work experience is an advantage, has a positive outlook in life, w/ valid professional drivers license
212. BOOKKEEPER	Accounting graduate, preferably w/ experience in bookkeeping and people handling, w/ good oral and written communication skills, 24-28 yrs. old, male or female
213. MANPOWER ADMINISTRATOR	Accounting graduate, preferably w/ experience in bookkeeping and people handling, w/ good oral and written communication skills, 24-28 yrs. old, male or female
214. SALES LOGISTICS COORDINATOR	Male, 21-25 y/o, BS Electrical/Civil/Industrial/Electronics & Comm./Electrical Engineering graduate, excellent in oral/written communication skills, good interpersonal relationship, computer literate, with prof. driver's license, willing to be assigned in South Luzon areas
215. TECHNICIAN	Male, graduate of Automotive Course, with 1-2 years related working experience, highly motivated
216. JOB CONTROLLER	Male, 26-35 y/o, graduate of Mech. Engineering course, with 3-5 years related working experience, reliable

217. SERVICE ADVISER	Male, graduate of 4-yr. Automotive course, with 1-2 years related working experience, with supervisory skills, highly motivated
218. SALES STAFF	Male/Female, 19-25 y/o, college level of any 4-year course, independent, hardworking, work with less supervision, willing to learn
219. 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
220. 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
221. HEAVY EQUIPMENTS MECHANIC	Male, not more than 40 y/o, with 1-2 years related work experience, hardworking, can work with less supervision, honest
222. BOOKKEEPER (2)	Male/Female, 23-35 y/o, B.S. Accountancy graduate, with at least 1 year related working experience
223. KITCHEN HELPER	Male/Female, 18-25 y/o, High School graduate, with 2 years related work experience, good moral character
224. SECURITY GUARD	Male, college level, 23-30 y/o, with at least 2 years experience, willing to work on shifting schedule
225. COOK	Male, 25-35 y/o, at least H/S graduate, hardworking, good moral character, with 2 years experience
226. PANTRY GIRL	Single, 18-25 y/o, High School graduate, with pleasing personality, good moral character, with 1 year working experience, hardworking
227. TEN- WHEELER DRIVER (4)	Male, at least High School graduate, with valid driver's license rest. 1,2,3, with 2 years related experience
228. WAITER	Single, 20-30 y/o, High School graduate or college level, with pleasing personality, good moral character, with 1 year related experience

229. ACCOUNTS RECEIVABLE CLERK	Female, single, not over 35 y/o, BS Accountancy graduate, with or without experience, computer literate, work with less supervision, honest, with pleasing personality
230. SALES OFFICERS (15)	Male/Female, 18-35 y/o, college graduate or college level, with/without experience, confident and very persistent, positive mental attitude, enthusiastic
231. TELEMARKETING OFFICERS (30)	Male/Female, 18-35 y/o, at least college level, with positive mental attitude, confident and very persistent
232. 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
233. 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
234. DISHWASHER (4)	Male, with High School diploma, with basic sanitary knowledge, previous work-related experience an advantage
235. SERVICE CREW (20)	Male/Female, 18-25 y/o, High School graduate, single, of good moral character
236. PROPERTY SPECIALIST	Male/Female, 21-35 y/o, graduate of business related course, has operating knowledge in storekeeping & conducting inventory of office equipments
237. 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
238. 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

239. COMPUTER TECHNICIAN	Male, 21-25 y/o, college graduate, with related work experience, hardworking, honest
240. GRAPHIC ARTIST	Male/Female, 21-25 y/o, at least 2 nd Year college, with related work experience, honest, hardworking
241. 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
242. 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
243. 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.,
244. OFFICE STAFF	Female, single, 20-25 years old, graduate of any business course, can work under pressure, good moral character, fast learner, hardworking, honest
245. 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
246. PROJECT MANAGER	Male/Female, college graduate, good in oral/written communication, with experience in project management/events, with pleasing personality, work with less supervision
247. 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
248. 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



249. 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, college graduates may apply
250. 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
251. SKIN THERAPISTS	Female, 18-30 y/o, single, registered/licensed “masahista”, willing to undergo training, with pleasing personality