

## **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.)

# JULY 02 to JULY 06, 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. 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
4. 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
5. 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
6. 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
7. PART-TIME/FULL TIME TUTOR	Male/Female, graduate of BS Physics, Chemistry or Mathematics, fresh graduates or licensed teachers may apply
8. 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
9. MARKETING ASSISTANT	Male/Female, not more than 35 y/o, college graduate, with marketing experience, computer literate, willing to do fieldwork
10. ACCOUNTING STAFF	Female, 20 y/o Above, BS Accountancy graduate or any business course, computer literate
11. MECHANICAL ENGINEER	Male, 25-30 y/o, BSME graduate, with or without experience, hardworking, trustworthy, can work with less supervision, trainable
12. 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



13. 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
14. CASHIER	Female, single, 22-28 y/o, at least college level, flexible and hardworking, fast learner
15. 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
16. 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
17. 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
18. 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
19. SALES REPRESENTATIVE	Male, 22-30 y/o, college graduate preferably business course, good interpersonal skills, honest, with good moral character, with pleasing personality
20. 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
21. SALES ENGINEER	Male/Female, single, not more than 35 yrs. old, BSCE/BS Arch. Or any related courses graduate, with pleasing personality, computer literate
22. 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
23. 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
24. SALESMAN	College graduate, between 21-30 y/o, with driving skills and valid license (1,2,3), good moral character
25. ELECTRICIAN	Male, 25-30 y/o, with or without experience, graduate of electrical course or related vocational course

26. 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
27. 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
28. 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.
29. 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
30. SALES COUNSELOR (commission basis)	Male/female, 18 and above, college graduate, preferably business course e.g. marketing
31. 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
32. 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
33. MERCHANDISING CLERK	Female, 22-26 y/o, graduate of any business course, customer service oriented, proficient in computer applications, hardworking
34. 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
35. 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
36. 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
37. SALES AGENT	Male/Female, college level, with sales experience, aggressive, reliable, hardworking, work with less supervision

38. SALES CONSULTANT	Male/Female, graduate of any college degree, customer service oriented
39. 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
40. CASHIER	Female, 18-25 y/o, college graduate/college level, with at least 6 months experience in related field, with pleasing personality
41. STOCK CLERK/SALES CLERK	Female, not over 25 y/o, college graduate or college level, intelligent, honest, trustworthy, good communication skill, can work under pressure
42. 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
43. SR./ JR. VAN SALESMAN	Must be a college graduate, with valid driver's license (1,2,3), single, not over 40 yrs. old
44. 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
45. ACCOUNTING CLERK	Female, BS Accountancy graduate, computer literate, not more than 30 y/o, can work with less supervision, honest, hardworking
46. 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
47. 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
48. TUTORIAL TEACHER	Female, not more than 35 y/o, BEED graduate- Math, English, experience is an advantage, fresh graduate may apply
49. 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
50. 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

51. 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
52. 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
53. 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
54. 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
55. 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
56. CUSTOMER SERVICE REPRESENTATIVE	Female, not more than 25 y/o, college graduate with computer skills, excellent communication skills, with sales/customer service experience
57. 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
58. 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
59. 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
60. 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.
61. EYE LEAGUER	Male/ Female, 18-23 y/o, college level, with pleasing personality, with good communication skills, customer service-oriented, keen on details, dynamic
62. 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

63. MANAGEMENT TRAINEE	Female, 20-26 y/o, college graduate, with at least 1 YR. working experience
64. 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
65. MARKETING STAFF	Female, 25-30 y/o, BSBA or Mass Comm. Graduate, excellent in oral & written communication, good interpersonal skills
66. MERCHANDISER	Male, not more than 28 y/o, college level or college graduate, 5'4" in ht., computer literate
67. 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
68. 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
69. PROMO ASSISTANT	Female, 18-25 y/o, height -5'1", college level or college graduate
70. PROMODISER	College level or college graduate, 21 y/o but not more than 30, with experience in related field, with pleasing personality
71. COLLECTORS	Male/Female, high school graduate or college level, trustworthy and hardworking
72. SALES REPRESENTATIVE	Male, not more than 40 y/o, graduate of any degree course, with valid driver's license (1,2,3)
73. SALES ASSISTANT/UTILITY ASSISTANT	Male/Female, 18-22 y/o, college level (72 units), height – 5'2"/(female) 5'4" (male), with pleasing personality
74. 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
75. SALES REPRESENTATIVES	Male/Female, single, 22-28 y/o, college level or college graduate, hardworking
76. 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
77. SALES COORDINATOR	Male, graduate of any business course, computer literate, honest & hardworking, with valid driver's license, knows how to drive a motorcycle

78. FINANCE SALES REPRESENTATIVE	Male/Female, graduate of any business course, computer literate, honest & hardworking
79. 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
80. 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
81. 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
82. DRIVER-MECHANIC	Male, 25-30 y/o, graduate of automotive mechanic course, with or without experience, with valid driver's license (1,2,3)
83. SALES STAFF	Male/Female, 21-25 y/o, at least 2 <sup>nd</sup> yr. college of any 4-year course, physically fit
84. TRUCK DRIVERS (for Laguna and Bicol)/DRIVER-MECHANIC (Laguna)	Male, with related work experience (in driving Elf/Forward trucks, with valid professional driver's license, with pleasing personality
85. SR./ JR. VAN SALESMAN	Must be a college graduate, with valid driver's license (1,2,3), single, not over 40 yrs. old
86. DRIVER/ SALESMAN	18-35 Y/O, college level, with pleasing personality, articulate, with valid driver's license (1,2,3), flexible
87. DRIVER	Male, not more than 35 y/o, College level, with valid driver's license (1,2,3), hardworking, trustworthy
88. DRIVER/BELLMAN	At least college level, 21-25 y/o, with valid professional driver's license
89. 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
90. SERVICE CREW	Male/Female, 18-25 y/o, HS or college level, smart and with pleasing personality
91. SALESUTILITY CLERKS & SALES CLERKS	Male/Female, 20-27y/o, 5'6" in height for male, 5'2" for female, with pleasing personality, college level or college graduate, articulate and aggressive



92. WAITER	Preferably HRM graduate, hardworking, work with less supervision, good moral character
93. BARTENDER	Female, 20-25 y/o, graduate of 2-yr. HRM course, hardworking, with good moral character
94. KITCHEN HELPER	Preferably HRM graduate, with 6 months to 1 year related experience, good moral character
95. WAREHOUSE HELPER	Male, 18-25 y/o, high school graduate, willing to be train, with related working experience
96. UTILITY MERCHANDISER	Male, 18-25 y/o, high school graduate, 5'4" in ht., hardworking, flexible
97. 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
98. DELIVERY DRIVERS	Male, 25-35 y/o, at least H/S graduate, can drive 6-wheeler trucks, with valid driver's license (2,3), very familiar with Bicol areas
99. HOTEL STAFF / FRONT DESK CLERK, COOK	Female, single, graduate of BS HRM or related course, not more than 35 y/o, industrious, w/ pleasing personality
100.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
101.PUMP ATTENDANT	Male, 19-28 y/o, single, High School graduate, flexible and hardworking, honest
102.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
103.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
104.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
105.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
106.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

107.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
108.SALES AGENT (10 )	Female, 20-28 y/o, at least college level, with pleasing personality, customer service oriented
109.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
110.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
111.FIELD SALES TRAINEE (10)	College graduate of business related course, male/female, not more than 30 years old
112.DELIVERY DRIVERS 5	Male, college level, valid driver license
113.OFFICE STAFF/WAREHOUSEMAN	Male, 22-27 y/o, college level, computer literate, trustworthy, honest, with good moral character
114.AUTO- TECHNICIAN	Male, graduate of Automotive Course, with 1-2 years related working experience, highly motivated
115.JOB CONTROLLER	Male, 26-35 y/o, graduate of Mech. Engineering course, with 3-5 years related working experience, reliable
116.SERVICE ADVISER	Male, graduate of 4-yr. Automotive course, with 1-2 years related working experience, with supervisory skills, highly motivated
117.SALES STAFF	Male/Female, 19-25 y/o, college level of any 4-year course, independent, hardworking, work with less supervision, willing to learn

118.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
119.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
120.HEAVY EQUIPMENTS MECHANIC	Male, not more than 40 y/o, with 1-2 years related work experience, hardworking, can work with less supervision, honest
121.KITCHEN HELPER	Male/Female, 18-25 y/o, High School graduate, with 2 years related work experience, good moral character
122.TEN- WHEELER DRIVER (4)	Male, at least High School graduate, with valid driver's license rest. 1,2,3, with 2 years related experience
123.WAITER	Single, 20-30 y/o, High School graduate or college level, with pleasing personality, good moral character, with 1 year related experience
124.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
125.SERVICE CREW (20)	Male/Female, 18-25 y/o, High School graduate, single, of good moral character
126.PROPERTY SPECIALIST	Male/Female, 21-35 y/o, graduate of business related course, has operating knowledge in storekeeping & conducting inventory of office equipments
127.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
128.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
129.COMPUTER TECHNICIAN	Male, 21-25 y/o, college graduate, with related work experience, hardworking, honest
130.GRAPHIC ARTIST	Male/Female, 21-25 y/o, at least 2 <sup>nd</sup> Year college, with related work experience, honest, hardworking
131.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
132.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
133.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.,
134.OFFICE STAFF	Female, single, 20-25 years old, graduate of any business course, can work under pressure, good moral character, fast learner, hardworking, honest
135.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

136. 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
137. SKIN THERAPISTS	Female, 18-30 y/o, single, registered/licensed "masahista", willing to undergo training, with pleasing personality
138. 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
139. 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
140. 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
141. 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
142. FACIAL/MASSAGE THERAPISTS	Female, 21-above, good in oral/written communication skills, college level, with good moral character
143. ACCOUNT OFFICERS (30)	Male/Female, 20-35 y/o, graduate of H/S or vocational course or 2 <sup>nd</sup> year college, good communication & analytical skills, willing to do fieldwork in poverty stricken areas
144. AGRICULTURAL ACCOUNT OFFICERS (30)	Male/Female, BS Agriculture graduate or 2 <sup>nd</sup> year college, with 6 months related work experience, good interpersonal & communication skills, computer literate
145. 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

146. 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
147. 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
148. 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
149. 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
150. 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
151. 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
152. 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
153. PRE-SCHOOL/ELEMENTARY SCHOOL TEACHERS	Male/Female, BSEED or BSE graduate, with or without LET
154. 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
155. 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

156. 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
157. FINANCIAL ADVISORS (12)	Male/Female, 20-35 y/o, college graduate, with sales/marketing experience an advantage, with pleasing personality and interpersonal skills
158. 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
159. 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
160. MARKETING ASSISTANT	Female, single, 23-30 y/o, BS Commerce graduate, with at least 1 yr., related experience, computer literate, can work under pressure
161. SALES ASSOCIATE	Male/Female, 18-23 y/o, college level, with pleasing personality, good communication skill, customer-service oriented, high confidence level
162. BAGGERS	Male/Female, 18-28 y/o, college level, hardworking, honest
163. JANITORS	Male/Female, college level, 18-28 y/o, hardworking, honest
164. 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
165. CREDIT EVALUATION SPECIALIST (1)	Male, 20-28 y/o, college graduate, flexible, fieldwork experience is an advantage
166. 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

167.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
168.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
169.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
170.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
171.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
172.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
173.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
174.REGISTERED MEDICAL TECHNOLOGIST	Male/Female, computer literate, highly motivated & goal oriented, experience is an advantage
175.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
176.(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
177.(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
178.FORKLIFT OPERATOR	Male, 25-30 y/o, single/married, at least college level, with valid driver's license, hardworking, willing to work overtime
179.CASHIER/SALES CLERK	Female, 23 above, computer literate, at least college level, highly motivated, career oriented, hardworking & reliable, with pleasing personality
180.BRANCH SECRETARY	Female, graduate of any 4-year course, 21-28 y/o, good in oral/written communication skills, with pleasing personality
181.OFFICE CLERK	Male/Female, 20-28 y/o, college graduate preferably BS Commerce, computer literate, can work with minimum supervision
182.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.
183.MARKETING STAFF	Male/Female, graduate of BSBA Marketing, fresh graduates may apply
184.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
185.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

186. 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
187. 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
188. 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
189. 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
190. 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
191. 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
192. MARKETING SPECIALIST	Male/Female, graduate of any 4-year course, related experience is an advantage, versatile, smart, good interpersonal skills
193. 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
194. 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
195. SWIMMING INSTRUCTORS	Male/Female, can teach different swimming style among kids of varying age, a professional swimmer, patient

196. ACCOUNT OFFICERS (5)	Male/Female, 20-35 y/o, at least 2 <sup>nd</sup> 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
197. 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
198. 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
199. 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
200. 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
201. INTERNAL SALES REPRESENTATIVE	Female, 21-35 y/o, single, graduate of any business course, hardworking, with or without experience, can work with less supervision
202. ADMINISTRATIVE ASSISTANT	Female, 22-27 y/o, graduate of any 4-year college course, hardworking, with pleasing personality
203. I.T. INSTRUCTORS	Male/Female, graduates of BS Computer Science, Computer Engineering or any related I.T. courses
204. ENGLISH INSTRUCTORS	Male/Female, graduates of A.B. English or communication Arts degrees
205. MANAGEMENT/ACCOUNTING INSTRUCTORS	Male/Female, BSBA, BSC graduates (Accounting, Financial Accounting, Management, other related majors)

206. MATHEMATICS INSTRUCTOR	Male/Female, graduate of Mathematics, Statistics or Engineering degrees
207. GENERAL EDUCATION SUBJECTS INSTRUCTOR	Male/Female, graduates of any 4-year Bachelors degree with major in History, Political Science, Social Sciences
208. P.E./NSTP INSTRUCTOR	Male/Female, graduate of BSE course major in PEHM
209. SALES ENGINEER/SALES AGENT	Male, BSME or Marketing graduate, not more than 40 y/o, with valid driver's license, honest, aggressive & flexible
210. 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
211. CASHIER	Female, not more than 25 y/o, college level, 5'3" in height, with pleasing personality
212. SALES UTILITY CLERK	Male, not more than 25 y/o, at least college level, 5'5" in height, with selling experience, with pleasing personality
213. STOCK CLERK	Male, not more than 25 y/o, High School graduate, physically fit, 5'5" in height, with pleasing personality
214. BAGGER	Male, not more than 25 y/o, High School graduate, 5'5" in height, with pleasing personality
215. SALES ASSISTANT	Male, not over 25 y/o, college graduate, 5'5" in height, with selling experience, with pleasing personality
216. 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
217. TREASURY ASSISTANT	Female, single, not more than 25 y/o, graduate of business courses,

	5'2" in height, with pleasing personality
218. PRE-SALE SUPPORT ENGINEER/SALES ENGINEER	Male/Female, not more than 25 y/o, graduates of BS ECE, REE or any IT related course, knows how to use autoCAD, powerpoint, Publisher, Photoshop, etc., with good oral & written communication skills, can do product presentations & project scoping, willing to undergo 2-3 months training, fresh graduates may apply
219. MARKETING STAFF	College graduate/fresh graduate may apply, with pleasing personality, with good communication skills, computer literate, at least 1 year experience in sales and marketing, willing to be assign anywhere
220. MARKETING MANAGER	College graduate/fresh grad may apply, with pleasing personality, with good communication skills, computer literate, at least 2 years experience in sales and marketing, willing to be assign anywhere
221. MARKETING AGENTS	Under graduate/college graduate, with pleasing personality, part-time job
222. NEWSWRITER/NEWSCASTER	Male/Female, 18 but not over 29 y/o, preferably single, MassCom, DevCom, PolSci or Broadcasting course graduate, good moral character, computer literate, experience is an advantage
223. REPORTERS (3)	Male/Female, preferably single, 18 but not over 29 y/o, graduate of Public Admin., Broadcasting, MassCom, DevCom, PolSci or related courses,
224. RADIO TECHNICIAN	Male, not more than 29 y/o, G.R.C.O. or E.C.E. graduate, with NTC license as radio operator, with good moral character, computer literate
225. LIAISON OFFICER	Male/Female, 23 y/o, college graduate, preferably with experience
226. BRANCH OFFICER IN-CHARGE ( for Legaspi City)	Female, 28-36 y/o, Accountancy graduate, preferably a CPA, minimum of 3 yrs. experience in Gen. Accounting, Auditing, Finance, Marketing & Banking, with 3 – 5 yrs. Managerial/Supervisory experience, must have a background in Sales, Marketing, Business Development and Banking, goal-oriented, self-motivated, aggressive, with strong leadership ability, with interpersonal skills, excellent in oral/written communication skills, computer literate
227. VDU SALESMAN	Male, 20-27 y/o, college graduate of any course, with experience is an

	advantage, can work under pressure, willing to be assigned anywhere in Luzon
228. MARKETING SPECIALIST	Female, 20-27 y/o, graduate of any college 4-year course, experience is an advantage, can work under pressure
229. OFFICE CLERK	Male/Female, 20-27 y/o, graduate of any business course (preferably Commerce), computer literate, can work under minimum supervision
230. CASHIER/COUNTER ASSISTANT	Female, not more than 27 y/o, college graduate, articulate, with pleasing personality
231. STOCK CLERKS	Male, 20-25 y/o, atleast 5'6" and with strong body built , at least high school graduate
232. CASHIER	Female, 18-25 y/o, college graduate, with cashiering experience, with pleasing personality and willing to be assigned in Nabua, Iriga, Pili, Goa, Daet, Legaspi, Daraga, Sorsogon City, Bulan, Pilar, Masbate
233. BAGGER	Male, 18-25 y/o, college graduate of any course, with pleasing personality, willing to be assigned anywhere in Bicol.
234. MERCHANDIZER	Male, 18-25 y/o, college graduate/college level, with pleasing personality, willing to be assigned anywhere in Bicol
235. REFILLER	Male, 18-25 y/o, at least college level, willing to be assigned anywhere in Bicol
236. STOCKMAN	Male, 18-25 y/o, at least college level, willing to be assigned anywhere in Bicol
237. RECEIVING CLERK	Male, 18-25 y/o, college level, computer literate, willing to be assigned anywhere in Bicol
238. CHECKER	Female, 18-25 y/o, with pleasing personality, at least college level, willing to be assigned anywhere in Bicol
239. SALES UTILITY ASSISTANT	Male, 18-25 y/o, with pleasing personality, college graduate/college level, willing to be assigned anywhere in Bicol

240. SALES ASSISTANT	Male/Female, 18-25 y/o, with pleasing personality, college level/college graduate, willing to be assigned anywhere in Bicol
241. PROMO ASSISTANT	Male/Female, 18-25 y/o, with pleasing personality, college level/college graduate, willing to be assigned anywhere in Bicol
242. NAGA BRANCH C.I./APPRAISER	Male, 21-28 y/o, graduate of any business or Engineering course, honest, reliable, keen to details, with driver's license (RC 1,2,3), a resident of Naga City or nearby towns
243. WAREHOUSE INVENTORY IN-CHARGE (for San Pablo Depot)	Female, 21-40 y/o, single, experience in warehousing an advantage, fresh graduate of any business course may apply, hardworking, willing to be assigned in San Pablo City.
244. ASSISTANT OPERATIONS MANAGER/HR (Naga Main Office)	Female, 21-30 y/o, preferably single, graduate of AB/BS Psychology, with mastery in EXCEL File works, hardworking
245. DRIVERS (9 for Bicol, 5 for Batangas/Laguna)	Male, not more than 35 y/o, at least HS graduate, with valid driver's license (RC 2,3) experience in driving close vans/trucks an advantage
246. ASSISTANT STORE MANAGER-SELLING	Male/Female, graduate of any business course, with experience in restaurant/fast food or service-oriented establishment, good communication/analytical skills, willing to be assigned or resides in Metro Manila
247. AUTO-MECHANIC	Male, graduate of Automotive Technology/Automotive Servicing from Technical Institution, with at least 3 yrs. experience in Automotive industry, know-how in engine/electrical troubleshooting, team player, hardworking, honest
248. AUTO-ELECTRICIAN	Male, 20-30 y/o, vocational graduate ( Auto Electrical or equivalent course), work with less supervision, with at least 2 yrs. related experience, hardworking
249. WAREHOUSEMAN	Male, 20-30 y/o, college grad./college level, work with less supervision, willing to be trained, willing to work overtime, good personality and trustworthy
250. SALES CLERK	Male, 18-28 y/o, at least college level, hardworking

251. DELIVERY CREW	Male, 18-28 y/o, at least high School graduate, with valid driver's license (RC 1,2), hardworking
252. CASHIERS/COUNTER CREW	Female, 21-25 y/o, graduate of any two- year course, with customer service skills, proficient in basic computer applications & POS, with pleasing personality, willing to work on varied hours even on weekends, previous related work experience is an advantage
253. ADMIN. ASSISTANT	Male/Female, graduate of a business course, with valid driver's license RC 1, willing to do fieldwork, computer literate, good communication and interpersonal skills, a fast-paced worker, background in micro-finance, community organizing or sales is an advantage
254. FINANCE/ADMIN. OFFICER	Male/Female, graduate of Accountancy course, with experience in an admin. support role; bookkeeping; payroll and other general accounting procedures, efficient in office and field setting, computer literate, preferably with CPA license
255. LOAN OFFICERS	Male/Female, not more than 25 y/o, with valid driver's license RC 1, willing to do fieldwork, good communication & interpersonal skills, computer literate, with background in microfinance, community organizing and sales, graduate of any four-year business course
256. DRIVER	Male, 22-28 y/o, with at least 3 years experience as delivery driver, familiar with Metro Manila and provincial areas, with valid driver's license RC 1,2,3, at least H/S graduate
257. SALES STAFF	Female, 19-23 y/o, at least college level, with at least 6 months experience in Sales, with good communication skills and with pleasing personality
258. AREA SUPERVISOR	Female, 25-30 y/o, graduate of Marketing, Bus. Management, or related business courses, with at least 3 years in Sales Supervisory experience from a retail industry, good in handling people, with excellent communication skills, willing to travel
259. STORE SUPERVISOR	Female, 24-28 y/o, graduate of Business Management, Marketing or any business course, with at least five years experience in Sales Supervisory capacity gained from a reputable retail industry, good in handling people, excellent communication skills, willing to travel and



	be assigned in Metro Manila, Lucena, Bulacan, CALABARZON, Angeles, Pampanga
260. MARKET DEVELOPMENT TECHNICIAN	Male, 21-28 y/o, graduate of Animal Science or any related course, honest and assertive, with good communication and selling skills, sales experience an advantage, optimistic, with valid Prof. Driver's license and can drive a motorcycle
261. SALES REPRESENTATIVE	Male, 21-35 y/o, preferably college graduate, honest and assertive, with good communication and selling skills, flexible, computer literate, experience in sales an advantage, with valid prof. driver's license, willing to travel
262. CASHIER	Female, not more than 25 y/o, college level/college graduate, smart, trustworthy, has genuine interest in customer service, can work long hours
263. BAGGER	Male, not more than 25 y/o, college level/college graduate, smart, has genuine interest in customer service, can work long hours, trustworthy