

## **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.)

# SEPTEMBER 17 to SEPTEMBER 21, 2012

## JOB OPPORTUNITIES BULLETIN SERIES

VACANCIES/POSITIONS	QUALIFICATIONS/REQUIREMENTS
1. LICENSED PHARMACIST	Male, single/married, Female, preferably single, not more than 38 y/o, with valid license
2. PHARMACIST	Female, with valid license, trustworthy, not over 40 yrs. old
3. SALES SUPERVISORS (2)	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
4. SALES PERSONS (Key Accounts & Van)	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
5. 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
6. MARKETING ASSISTANT	Male/Female, not more than 35 y/o, college graduate, with marketing experience, computer literate, willing to do fieldwork
7. ACCOUNTING STAFF	Female, 20 y/o Above, BS Accountancy graduate or any business course, computer literate
8. 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
9. CASHIER	Female, single, 22-28 y/o, at least college level, flexible and hardworking, fast learner
10. 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
11. 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
12. SALES AGENT (For CaLaBa_Zon & Bicol Area)	Male, 21-35 y/o, single, graduate of any business related course, with sales experience an advantage, with valid driver's license, hardworking, owns a motorcycle(will be rented by the company), fresh grad may apply

13. SALES REPRESENTATIVE	Male, 22-30 y/o, college graduate preferably business course, good interpersonal skills, honest, with good moral character, with pleasing personality
14. 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
15. SALES ENGINEER	Male/Female, single, not more than 35 yrs. old, BSCE/BS Arch. Or any related courses graduate, with pleasing personality, computer literate
16. SALESMAN	College graduate, between 21-30 y/o, with driving skills and valid license (1,2,3), good moral character
17. ELECTRICIAN	Male, 25-30 y/o, with or without experience, graduate of electrical course or related vocational course
18. 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
19. 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.
20. SALES COUNSELOR (commission basis)	Male/female, 18 and above, college graduate, preferably business course e.g. marketing
21. 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
22. 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
23. 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
24. SALES CONSULTANT	Male/Female, graduate of any college degree, customer service oriented
25. CASHIER	Female, 18-25 y/o, college graduate/college level, with at least 6 months experience in related field, with pleasing personality
26. 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
27. 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
28. SR./ JR. VAN SALESMAN	Must be a college graduate, with valid driver's license (1,2,3), single, not

	over 40 yrs. old
29. 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
30. ACCOUNTING CLERK	Female, BS Accountancy graduate, computer literate, not more than 30 y/o, can work with less supervision, honest, hardworking
31. 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
32. 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
33. MARKETING SUPERVISOR	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
34. 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
35. 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
36. 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
37. 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
38. 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
39. 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
40. 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.
41. 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
42. 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
43. MARKETING STAFF	Female, 25-30 y/o, BSBA or Mass Comm. Graduate, excellent in oral & written communication, good interpersonal skills
44. MERCHANDISER	Male, not more than 28 y/o, college level or college graduate, 5'4" in ht., computer literate
45. 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
46. 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
47. PROMO ASSISTANT	Female, 18-25 y/o, height -5'1", college level or college graduate
48. PROMODISER	College level or college graduate, 21 y/o but not more than 30, with experience in related field, with pleasing personality
49. COLLECTORS	Male/Female, high school graduate or college level, trustworthy and hardworking
50. SALES REPRESENTATIVE	Male, not more than 40 y/o, graduate of any degree course, with valid driver's license (1,2,3)
51. 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
52. SALES REPRESENTATIVES	Male/Female, single, 22-28 y/o, college level or college graduate, hardworking

53. 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
54. SALES COORDINATOR	Male, graduate of any business course, computer literate, honest & hardworking, with valid driver's license, knows how to drive a motorcycle
55. FINANCE SALES REPRESENTATIVE	Male/Female, graduate of any business course, computer literate, honest & hardworking
56. 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
57. DRIVER-MECHANIC	Male, 25-30 y/o, graduate of automotive mechanic course, with or without experience, with valid driver's license (1,2,3)
58. SALES STAFF	Male/Female, 21-25 y/o, at least 2 <sup>nd</sup> yr. college of any 4-year course, physically fit
59. TRUCK DRIVERS (for Laguna and Manila area)	Male, with related work experience (in driving Elf/Forward trucks, with valid professional driver's license, with pleasing personality
60. DRIVER	Male, not more than 35 y/o, College level, with valid driver's license (1,2,3), hardworking, trustworthy
61. 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
62. SERVICE CREW	Male/Female, 18-25 y/o, HS or college level, smart and with pleasing personality
63. 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
64. WAITER	Preferably HRM graduate, hardworking, work with less supervision, good moral character
65. BARTENDER	Female, 20-25 y/o, graduate of 2-yr. HRM course, hardworking, with good moral character
66. KITCHEN HELPER	Preferably HRM graduate, with 6 months to 1 year related experience, good moral character
67. UTILITY MERCHANDISER	Male, 18-25 y/o, high school graduate, 5'4" in ht., hardworking, flexible
68. 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

69. 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
70. 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
71. PUMP ATTENDANT	Male, 19-28 y/o, single, High School graduate, flexible and hardworking, honest
72. 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
73. 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
74. 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
75. 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
76. OFFICE STAFF/WAREHOUSEMAN	Male, 22-27 y/o, college level, computer literate, trustworthy, honest, with good moral character
77. HR MANAGER	Male/Female, BS/AB Psychology graduate or related course, with at least 2-3 years related work experience an advantage, with supervisory skills, with know-how in Human Resource function and Labor laws an advantage
78. JOB CONTROLLER	Male, 25-35 y/o, graduate of Mechanical Engineering course, licensed, with 1-2 years related working experience, with supervisory skills, highly motivated
79. SALES STAFF	Male/Female, 19-25 y/o, college level of any 4-year course, independent, hardworking, work with less supervision, willing to learn

80. 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
81. 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
82. HEAVY EQUIPMENTS MECHANIC	Male, not more than 40 y/o, with 1-2 years related work experience, hardworking, can work with less supervision, honest
83. TEN- WHEELER DRIVER (4)	Male, at least High School graduate, with valid driver's license rest. 1,2,3, with 2 years related experience
84. 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
85. 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
86. COMPUTER TECHNICIAN	Male, 21-25 y/o, college graduate, with related work experience, hardworking, honest
87. GRAPHIC ARTIST	Male/Female, 21-25 y/o, at least 2 <sup>nd</sup> Year college, with related work experience, honest, hardworking
88. 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
89. 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.,

90. OFFICE STAFF	Female, single, 20-25 years old, graduate of any business course, can work under pressure, good moral character, fast learner, hardworking, honest
91. SKIN THERAPISTS	Female, 18-30 y/o, single, registered/licensed “masahista”, willing to undergo training, with pleasing personality
92. FACIAL/MASSAGE THERAPISTS	Female, 21-above, good in oral/written communication skills, college level, with good moral character
93. 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
94. 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
95. 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
96. 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
97. 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
98. 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
99. 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
100. FINANCIAL ADVISORS (12)	Male/Female, 20-35 y/o, college graduate, with sales/marketing experience an advantage, with pleasing personality and interpersonal skills

101. MARKETING ASSISTANT	Female, single, 23-30 y/o, BS Commerce graduate, with at least 1 yr., related experience, computer literate, can work under pressure
102. HR OFFICER	Male/Female, 18-23 y/o, graduate of BS/AB Psychology, with pleasing personality, good communication skill, customer-service oriented, high confidence level
103. 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
104. 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
105. 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
106. 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
107. 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
108. 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
109. REGISTERED MEDICAL TECHNOLOGIST	Male/Female, computer literate, highly motivated & goal oriented, experience is an advantage
110. BRANCH OPERATIONS ASSISTANT	Male/Female, graduate of Bachelor's degree, customer-service 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
111. CASHIER/SALES CLERK	Female, 23 above, computer literate, at least college level, highly motivated, career oriented, hardworking & reliable, with pleasing personality

112. BRANCH SECRETARY	Female, graduate of any 4-year course, 21-28 y/o, good in oral/written communication skills, with pleasing personality
113. MARKETING STAFF	Male/Female, graduate of BSBA Marketing, fresh graduates may apply
114. 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
115. 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
116. 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
117. 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
118. 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
119. 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
120. 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
121. 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
122. 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
123. SWIMMING INSTRUCTORS	Male/Female, can teach different swimming style among kids of varying age, a professional swimmer, patient

124. 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
125. 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
126. INTERNAL SALES REPRESENTATIVE	Female, 21-35 y/o, single, graduate of any business course, hardworking, with or without experience, can work with less supervision
127. ADMINISTRATIVE ASSISTANT	Female, 22-27 y/o, graduate of any 4-year college course, hardworking, with pleasing personality
128. I.T. INSTRUCTORS	Male/Female, graduates of BS Computer Science, Computer Engineering or any related I.T. courses
129. GENERAL EDUCATION SUBJECTS INSTRUCTOR	Male/Female, graduates of any 4-year Bachelors degree with major in History, Political Science, Social Sciences
130. SALES ENGINEER/SALES AGENT	Male, BSME or Marketing graduate, not more than 40 y/o, with valid driver's license, honest, aggressive & flexible
131. 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
132. SALES UTILITY CLERK	Male, not more than 25 y/o, at least college level, 5'5" in height, with selling experience, with pleasing personality
133. STOCK CLERK	Male, not more than 25 y/o, High School graduate, physically fit, 5'5" in height, with pleasing personality
134. BAGGER	Male, not more than 25 y/o, High School graduate, 5'5" in height, with pleasing personality
135. SALES ASSISTANT	Male, not over 25 y/o, college graduate, 5'5" in height, with selling experience, with pleasing personality
136. TREASURY ASSISTANT	Female, single, not more than 25 y/o, graduate of business courses, 5'2" in height, with pleasing personality
137. PRE-SALE SUPPORT ENGINEER/SALES	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,

ENGINEER	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
138. 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
139. CASHIER/COUNTER ASSISTANT	Female, not more than 27 y/o, college graduate, articulate, with pleasing personality
140. STOCK CLERKS	Male, 20-25 y/o, atleast 5'6" and with strong body built , at least high school graduate
141. 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.
142. 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
143. 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
144. 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
145. 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
146. 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
147. DELIVERY CREW	Male, 18-28 y/o, at least high School graduate, with valid driver's license (RC 1,2), hardworking
148. 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

149. 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
150. 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
151. 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
152. 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
153. 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
154. CASHIER	Female, not more than 25 y/o, college level/college graduate, smart, trustworthy, has genuine interest in customer service, can work long hours
155. BAGGER	Male, not more than 25 y/o, college level/college graduate, smart, has genuine interest in customer service, can work long hours, trustworthy
156. CASHIER	Female, graduate of 4-year college degree course, preferably with Pharmacy work experience, computer literate, team-player & with pleasing personality
157. SITE ENGINEER	Male/Female, single, not more than 35 y/o, graduate of BS Civil Eng'g., BS Architecture or related Technical courses, with pleasing personality, computer literate
158. ACCOUNTING STAFF	Female, not over 35 y/o, graduate of BS Accountancy, computer literate, with good analytical and communication skills, with related work experience in accounting and inventory, can work under pressure with minimum supervision
159. TECHNICAL SALES	Male, 20 y/o and above, college graduate (BS Engineering or Business

REPRESENTATIVES	courses), with 1 year working experience in construction materials sales an advantage, willing to be trained, good verbal, interpersonal, & customer-service skills, can work with less supervision, knows how to drive and with valid driver's license (RC 1,2,3)
160. ACCOUNTING STAFF (For MISIBIS Bay Resort)	Female, 20-28 y/o, BS Accountancy graduate or any business course, with relevant working experience, hardworking, willing to be assigned in Albay
161. EXECUTIVE ASSISTANT	Female, 20-28 y/o, BS Psychology graduate or any related course, with knowledge in human resource or admin. functions, trainable, willing to be deployed in Albay, with pleasing personality
162. GROUP ACTIVITY COORDINATOR	Female, 18-26 y/o, college graduate of any course, energetic, friendly, hardworking and lively personality, able to handle group dynamics, willing to be deployed in Albay
163. COMPANY NURSES	Female, 20-28 y/o, Registered Nurse, with relevant training experience, with pleasing personality, hardworking, flexible, strong work ethic, willing to be deployed in Albay
164. STORE SUPERVISOR	Male/Female, not more than 35 y/o, college graduate, with related work experience, possess strong leadership skills, good communication skills
165. SALES UTILITY CLERKS	Male/Female, 20-27 y/o, 5'6" ht. for male, 5'2" ht. for female, college graduate or college level, aggressive, articulate and with pleasing personality
166. STOCK CLERKS	Male, 20-25 y/o, at least HS graduate, physically fit and can endure long hours of work
167. SALESMEN (Bicol Area)	Graduate of any 4-year course, with at least 2 years experience in Sales, not more than 35 y/o, with valid driver's license RC 1,2,3, with pleasing personality, can work under pressure and willing to be trained and be assigned anywhere in Bicol
168. EXPANSION MANAGER	Male/Female, 30-45 y/o, graduate of Business Admin., Marketing or related course, with at least 5 years experience in Sales & Marketing (Real Estate, direct selling, pre-need plans and the like), good leadership, communication skills and customer oriented, have the propensity to assume operations from Expansion Manager to a District Sales Manager, must have influence over his network, with good pay
169. ROUTE SALESMAN/ACCOUNT DEVELOPMENT SALESMAN	At least College level, must possess high interest in the field of sales, knows how to drive & with valid driver's license RC 2,3, customer service oriented
170. SALES MANAGEMENT TRAINEE	Graduate of any business related or marketing course, knows how to drive & with valid driver's license RC1,2,3, willing to do field work even outside locations, customer service-oriented, with self-confident and good

	communication skills, with pleasing personality, career-oriented
171. DEALER DEVELOPMENT SPECIALIST (for PEPSI-COLA)	Male, not more than 32 y/o, college graduate of Management or related business courses, with valid driver's license RC 1-2, with sales experience, owns a motorcycle (an advantage), highly trainable, hardworking
172. VALIDATORS (for Fastrak Services, Inc.)	Male/female, 20-30 y/o, at least graduate of 2-Yr. Computer Course, willing to work on shifting schedule, hardworking & highly trainable
173. DIRECT SELLING AGENT	Male/Female, 18 y/o & above, H/S graduate, willing to be assigned anywhere in Bicol
174. BUCKHOE OPERATOR (2)/DUMP TRUCK DRIVERS (5)/INDUSTRIAL ELECTRICIAN (2)	Male, not more than 40 years old, with related experience an advantage, Ind. Elect. must be TESDA certified
175. PHARMACY ASSISTANTS	Male, Single or Married, 5'2" in ht., Female, Single, 5'0 ft. in height, 20-25 y/o, graduate of any 4-year college course, with pleasing personality, good moral character, willing to be assigned anywhere in Bicol, experience not necessary
176. CASHIERS	Female, single, 5'0" in ht., graduate of any 4-year course, with pleasing and persuasive personality, good moral character, experience not necessary, willing to be assigned anywhere in the Bicol Region
177. SELF-SERVICE ATTENDANTS	Male, single/married, 5'2" in height, Female, single, 5'0" in height, 20-25 y/o, graduate of any 4-year course, with pleasing and persuasive personality, good moral character, experience not necessary, willing to be assigned anywhere in Bicol
178. CUSTOMERS SERVICE ASSISTANTS	Female, 22-25 y/o, college graduate, preferably with work experience in retail/service industry, computer literate, good interpersonal/customer-service skills, willing to work flexible time including weekends & holidays, can do reports & other clerical works
179. COMPUTER TECHNICIANS	Male, college level/college graduate, 22-25 y/o, with work experience in IT industry, knowledgeable in LAN/WAN and PC software/hardware installation, good interpersonal/customer service skills, willing to work on flexible time including holidays and weekends

180. SECRETARY/ LIAISON OFFICER	Female, 20-25 y/o, at least High School graduate, computer literate, willing to do paper works, trainable, location/place-oriented, hardworking, responsible
181. SERVICE SUPERVISOR	M/F, 26-35 y/o, graduate of Mechanical Engineering, a licensed Engineer, with supervisory experience
182. SERVICE ADVISER	M/F, 26-35 y/o, graduate of mechanical engineering, a licensed Engineer, with supervisory skills, know-how in troubleshooting of heavy trucks & equipment
183. HUMAN RESOURCE SPECIALIST	Female, BS Psychology or any related course graduate, with 1 to 2 years HR experience, knowledge in Labor laws/HR functions is an advantage, fresh graduates may apply
184. MARKETING SPECIALISTS (4)	M/F, graduate of any business course preferably Marketing major, with marketing, trade merchandizing & product presentation skills, with pleasing personality, willing to be deployed anywhere in Bicol
185. ACCOUNT INSPECTORS (2)	Male, college level/college graduate, owns a motorcycle & with valid driver's license, with experience in conducting surveys and inspections, willing to be deployed anywhere in Bicol Region
186. SALES OFFICERS	M/F, 18-35 y/o, graduate of any course or at least 2 <sup>nd</sup> year college, with or without experience, possesses positive mental attitude, confident, enthusiastic
187. TELEMARKETING OFFICERS	M/F, 18-35 y/o, at least H/S graduate, with positive mental attitude, confident and persistent
188. ADVENTURE PARK STAFF (Male-15 / Female- 5)	M/F, 18-24 y/o, at least H/S graduate, honest, hardworking, flexible, with experience in horticulture (gardening/landscaping, organic farming, animal raising, and aqua-culture), with First Aid and Rescue training, must be willing to work on extended time and on holidays
189. ACCOUNTING STAFF	Male, 22 y/o above, BS Accountancy graduate or related course, honest and hardworking, can work on long hours with less supervision
190. VETERINARY SALES REPRESENTATIVE	M/F, not more than 26 y/o, graduate of BS Animal Science/BS Vet-Med, self-motivated, result oriented, with valid driver's license RC 1,2, related work experience an advantage, efficient, reliable & professional
191. ASSISTANT MANAGER	Male/Female, 24-28 y/o, college graduate, with supervisory experience in any of the major food chains an advantage, possesses good leadership & management skills, computer literate, willing to be trained (in Manila)

192. MANUFACTURING ASSISTANT (1 YR. CONTRACT)	Male, 20-30 y/o, Graduate of BS Elect. Engineering / BS Mechanical Engineering, good scholastic record, good in planning, organizing, communication & presentation skills, willing to be assigned in Lipa City, Batangas, innovative, system-oriented & excellent in analysis, computer literate
193. ANIMAL PRODUCTION SPECIALIST	M/F, 20-30 y/o, BS Animal Science or Vet-Med graduate, good scholastic record, excellent communication skills, knows how to drive & with valid driver's license, computer literate, willing to be assigned anywhere in South Luzon
194. FINANCE ANALYST	M/F, 20-30 y/o, BS Accountancy, Banking & Finance, Financial Management or any related business course graduate, excellent analytical skills, computer literate, willing to be assigned in Pasig City
195. HATCHERY PRODUCTION SPECIALIST	M/F, 20-30 y/o, BS Mechanical or Electrical Engineering graduate, good scholastic record, above-average communication skills, computer literate, willing to be assigned in Candelaria, Quezon
196. DISTRIBUTION SALES SPECIALIST	M/F, 20-30 y/o, BS Animal Science or Vet-Med graduate, good scholastic record, with above average communication skills, knows how to drive, with valid driver's license, computer literate, willing to be assigned in Mindoro
197. (2) BUCKHOE OPERATOR/(5) DUMP TRUCK DRIVER/(2) INDUSTRIAL ELECTRICIAN	Male, not more than 40 y/o, Industrial Electrician must be TESDA certified
198. OFFICE/ADMIN. STAFF	M/F, 22-27 y/o, single, college graduate preferably Engineering or equivalent, computer literate, driving skills an advantage but not required, hardworking, honest, responsible, can work with less supervision, good communication skills, with or without experience

199. ACCOUNTING MANAGER	M/F, 30-50 y/o, must be a CPA, a resident of Naga City or nearby towns, with related work experience a big advantage, with excellent analytical, financial and communications skills, computer literate, dedicated, hardworking, with leadership qualities
200. WAREHOUSE DRIVER (2)	At least High School graduate, with professional driver's license RC 1,2,3, hardworking, related work experience an advantage, willing to render overtime work
201. HR STAFF	Preferably female, graduate of AB Psychology or related course, with at least 1 year related work experience in admin. or clerical work, honest, with pleasing personality
202. LICENSED CIVIL ENGINEER	Male, 25-40 y/o, single/married, with driving skills and valid driver's license RC 1,2,3, with at least 1 yr. experience in Construction, willing to travel, hardworking and can work with less supervision