

Republic of the Philippines
PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION in the CSC website:

APOLLO C. DE ROBLES

OIC-Chief, HRD Division

Date: FEBRUARY 11, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	OVERSEAS EMPLOYMENT ADJUDICATOR	POEAB-OEA-26-1998	25	98886	BACHELOR OF LAWS	32 HOURS OF RELEVANT TRAINING	3 YEARS OF PROGRESSIVE EXPERIENCE IN PROFESSIONAL LEGAL WORK WHICH MUST HAVE INCLUDED TRAIL WORK REPRESENTING THE GOVERNMENT OR ANY OF ITS INSTRUMENTALITIES BEFORE COURTS OF RECORDS OR IN THE SUPREME COURT IN CASES INVOLVING CONTROVERSIAL ISSUES OR QUESTIONS OF LAW IN PROSECUTING AND/OR COLLABORATING WITH PROSECUTORS AND FISCAL IN CRIMINAL CASES	RA 1080 BAR		ADJUDICATION BRANCH
2	ATTORNEY IV	POEAB-ATY4-2-1998	23	76907	BACHELOR OF LAWS	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080 BAR		PROSECUTION DIVISION
3	ATTORNEY IV	POEAB-ATY4-6-1998	23	76907	BACHELOR OF LAWS	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080 BAR		LEGAL ASSISTANCE DIVISION
4	INFORMATION TECHNOLOGY OFFICER II	POEAB-ITO2-1-1998	22	68415	BACHELOR'S DEGREE RELEVANT TO THE JOB	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		SYSTEMS DEVELOPMENT AND OPERATIONS DIVISION
5	SUPERVISING ADMINISTRATIVE OFFICER (RECORDS OFFICER IV)	POEAB-SADOF-11-2004	22	68415	BACHELOR'S DEGREE	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		LANDBASED CENTER
6	SUPERVISING LABOR AND EMPLOYMENT OFFICER	POEAB-SVLEO-11-1998	22	68415	BACHELOR'S DEGREE	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		LICENSING BRANCH
7	ATTORNEY III	POEAB-ATY3-2-1998	21	60901	BACHELOR OF LAWS	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080 BAR		DOCKET AND ENFORCEMENT DIVISION
8	ATTORNEY III	POEAB-ATY3-5-1998	21	60901	BACHELOR OF LAWS	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080 BAR		LEGAL ASSISTANCE DIVISION
9	ATTORNEY III	POEAB-ATY3-8-1998	21	60901	BACHELOR OF LAWS	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
10	ATTORNEY III	POEAB-ATY3-9-1998	21	60901	BACHELOR OF LAWS	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION

11	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-8-1998	19	48313	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		LICENSING AND EVALUATION DIVISION
12	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-15-1998	19	48313	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		SEABASED EMPLOYMENT ACCREDITATION AND CONTRACTS PROCESSING CENTER
13	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-21-1998	19	48313	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		CLIENTS SERVICES DIVISION
14	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-27-1998	19	48313	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		MANPOWER REGISTRY DIVISION
15	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-35-1998	19	48313	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		SEABASED EMPLOYMENT ACCREDITATION AND CONTRACTS PROCESSING CENTER
16	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-37-1998	19	48313	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		RECRUITMENT AND DOCUMENTATION DIVISION
17	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-38-1998	19	48313	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		SEABASED EMPLOYMENT ACCREDITATION AND CONTRACTS PROCESSING CENTER
18	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-51-1998	19	48313	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		LANDBASED CENTER
19	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-58-1998	19	48313	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		LANDBASED CENTER
20	ATTORNEY II	POEAB-ATY2-1-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		LEGAL RESEARCH DIVISION
21	ATTORNEY II	POEAB-ATY2-2-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		LEGAL ASSISTANCE DIVISION
22	ATTORNEY II	POEAB-ATY2-6-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
23	ATTORNEY II	POEAB-ATY2-7-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
24	ATTORNEY II	POEAB-ATY2-8-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
25	ATTORNEY II	POEAB-ATY2-11-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		LEGAL RESEARCH DIVISION
26	ATTORNEY II	POEAB-ATY2-12-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		PROSECUTION DIVISION
27	ATTORNEY II	POEAB-ATY2-13-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		PROSECUTION DIVISION
28	ATTORNEY II	POEAB-ATY2-14-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		PROSECUTION DIVISION
29	ATTORNEY II	POEAB-ATY2-16-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		REGIONAL CENTER FOR LUZON - LA UNION
30	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-6-1998	16	36628	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		MANPOWER REGISTRY DIVISION
31	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-10-1998	16	36628	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		HUMAN RESOURCE DEVELOPMENT DIVISION
32	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-29-1998	16	36628	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		LANDBASED CENTER
33	LABOR AND EMPLOYMENT OFFICER II	POEAB-LEO2-12-1998	13	28276	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		REGIONAL EXTENSION UNIT X - CAGAYAN DE ORO CITY
34	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	POEAB-ADOF1-5-2004	10	21205	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL / SECOND LEVEL ELIGIBILITY		CENTRAL RECORDS DIVISION
35	ADMINISTRATIVE ASSISTANT III (SECRETARY II)	POEAB-ADAS3-21-2004	9	19593	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS SUB-PROFESSIONAL / FIRST LEVEL ELIGIBILITY		DOCKET AND ENFORCEMENT DIVISION

36	ADMINISTRATIVE ASSISTANT I (STENOGRAPHIC REPORTER I)	POEAB-ADAS1-9-2004	7	17179	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUB-PROFESSIONAL / FIRST LEVEL ELIGIBILITY		BALIK-MANGGAGAWA PROCESSING DIVISION
37	ADMINISTRATIVE AIDE VI (CLERK III)	POEAB-ADA6-3-2004	6	16200	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUB-PROFESSIONAL / FIRST LEVEL ELIGIBILITY		OSSCO - PALAYAN CITY, NUEVA ECUIJA
38	ADMINISTRATIVE AIDE VI (CLERK III)	POEAB-ADA6-24-2004	6	16200	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS SUB-PROFESSIONAL / FIRST LEVEL ELIGIBILITY		PROSECUTION DIVISION

Interested and qualified applicants should signify their interest in writing indicating the plantilla item number of the desired position. Attach the following documents to the application letter and send to the email address below not later than February 21, 2021. **Further, all applicants must immediately secure a copy of their authenticated certificate of CSC eligibility to be readily available once requested by the HRD Division.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) & Comprehensive CS Form 212 Attachment -Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);

Additional Requirements for Non-POEA employees:

3. Photocopy of certificate of trainings/seminars attended;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records & Diploma, Masteral Degree (if applicable); and
6. Photocopy of certificate of employment (for non-government employees) and service record (for government employees).

NOTE: TO PREVENT THE SPREAD OF COVID-19 AND FOR SAFETY AND HEALTH PURPOSES, WE DO NOT ACCEPT WALK-IN APPLICANTS TEMPORARILY.

QUALIFIED APPLICANTS are advised to send through email their application to:

APOLLO C. DE ROBLES

OIC-Chief, HRD Division

5F BFO Bldg., Ortigas Ave. Cor. EDSA, Mandaluyong City

hrdd.recruitment@poea.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.