

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:

June 15, 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	ATTORNEY VI	POEAB-ATY6-1-1998	26	111742	BACHELOR OF LAWS	16 HOURS OF TRAINING IN MANAGEMENT AND SUPERVISION	3 YEARS IN POSITION/S INVOLVING MANAGEMENT AND SUPERVISION	RA 1080 BAR		OFFICE OF THE ADMINISTRATOR
2	CHIEF LABOR & EMPLOYMENT OFFICER	POEAB-CLEO-1-1998	24	86742	MASTERS DEGREE OR CERTIFICATE IN LEADERSHIP AND MANAGEMENT FROM THE CSC	40 HOURS OF SUPERVISORY/MANAGEMENT LEARNING AND DEVELOPMENT INTERVENTION	4 YEARS IN POSITION/S INVOLVING MANAGEMENT AND SUPERVISION	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		REGIONAL CENTER FOR VISAYAS VII - CEBU CITY
3	SUPERVISING ADMINISTRATIVE OFFICER (BUDGET OFFICER IV)	POEAB-SADOF-8-2004	22	68415	BACHELOR'S DEGREE RELEVANT TO THE JOB	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		BUDGET DIVISION
4	SUPERVISING ADMINISTRATIVE OFFICER (ACCOUNTANT IV)	POEAB-SADOF-9-2004	22	68415	BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	RA 1080 CPA		ACCOUNTING DIVISION
5	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-5-1998	19	48313	BACHELOR'S DEGREE	8 HOURS OF RELEVANT EXPERIENCE	2 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		LICENSING BRANCH
6	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-37-1998	19	48313	BACHELOR'S DEGREE	8 HOURS OF RELEVANT EXPERIENCE	2 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		RECRUITMENT AND DOCUMENTATION DIVISION
7	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-38-1998	19	48313	BACHELOR'S DEGREE	8 HOURS OF RELEVANT EXPERIENCE	2 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		SEABASED EMPLOYMENT CONTRACTS PROCESSING DIVISION
8	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-9-1998	16	36628	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		OFFICE FOR SPECIAL PROGRAM

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9	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-47-1998	16	36628	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		GENERAL SERVICES & PROPERTY DIVISION
10	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-64-1998	16	36628	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		BIDS AND AWARDS COMMITTEE
11	ADMINISTRATIVE OFFICER IV (INFORMATION OFFICER II)	POEAB-ADOF4-10-2004	15	33575	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		INFORMATION AND EDUCATION DIVISION
12	ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE MANAGEMENT OFFICER II)	POEAB-ADOF4-18-2004	15	33575	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		HUMAN RESOURCE DEVELOPMENT DIVISION
13	BOARD SECRETARY I	POEAB-BS1-5-1998	14	30799	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		OFFICE FOR SPECIAL PROGRAM
14	LABOR AND EMPLOYMENT OFFICER II	POEAB-LEO2-9-1998	13	28276	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		GENERAL SERVICES & PROPERTY DIVISION
15	LABOR AND EMPLOYMENT OFFICER II	POEAB-LEO2-18-1998	13	28276	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		SEABASED EMPLOYMENT ACCREDITATION AND CONTRACTS PROCESSING CENTER
16	LABOR AND EMPLOYMENT OFFICER II	POEAB-LEO2-24-1998	13	28276	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		LANDBASED CENTER
17	LABOR AND EMPLOYMENT OFFICER II	POEAB-LEO2-25-1998	13	28276	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		LANDBASED CENTER
18	ADMINISTRATIVE OFFICER II (ACCOUNTANT I)	POEAB-ADOF2-16-2004	12	26052	BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA 1080 CPA		ACCOUNTING DIVISION
19	ADMINISTRATIVE OFFICER II (BUDGET OFFICER I)	POEAB-ADOF2-14-2004	11	23877	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		BUDGET DIVISION

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20	ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)	POEAB-ADOF1-3-2004	10	21205	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		CENTRAL RECORDS DIVISION
21	ADMINISTRATIVE OFFICER I (CASHIER I)	POEAB-ADOF1-6-2004	10	21205	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		CASH DIVISION
22	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER)	POEAB-ADAS2-17-2004	8	18251	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		ACCOUNTING DIVISION
23	ADMINISTRATIVE ASSISTANT II (CASH CLERK III)	POEAB-ADAS2-19-2004	8	18251	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		CASH DIVISION
24	ADMINISTRATIVE AIDE VI (CLERK III)	POEAB-ADA6-5-2004	6	16200	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		OFFICE OF THE ADMINISTRATOR

Interested and qualified applicants should signify their interest in writing and send their complete application documents to the email address below not later than **June 25, 2021**.

FOR POEA EMPLOYEES:

1. Application letter indicating the plantilla item number/s of the position/s being applied for;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
3. Duly accomplished Comprehensive CS Form 212 Attachment - Work Experience Sheet which can be downloaded at www.csc.gov.ph;
4. Performance rating in the last rating period of at least Very Satisfactory (VS) rating (if applicable);

Note: POEA employees are requested to get a copy of their authenticated eligibility certificate (CSC eligibility certificate or Bar/Board rating, membership and valid license) and have it readily available once requested.

FOR NON-POEA EMPLOYEES:

1. Application letter indicating the plantilla item number/s of the position/s being applied for;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
3. Duly accomplished Comprehensive CS Form 212 Attachment - Work Experience Sheet which can be downloaded at www.csc.gov.ph;
4. Performance rating in the last rating period of at least Very Satisfactory (VS) rating (for government employees);
5. Photocopy of certificate of trainings/seminars attended;
6. Photocopy of certificate of eligibility (if Civil Service eligible)
7. Photocopy of Bar / Board Rating, Certificate of Membership and valid license (if Bar/Board passer);
8. Photocopy of Transcript of Records & Diploma, Masteral Degree (if applicable); and
9. Photocopy of certificate of employment (for non-government employees) and service record (for government employees)

Note: Records that are unsupported by any certification will not be counted or considered relevant for meeting the requirement of the position

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

APOLLO C. DE ROBLES
 OIC-Chief, HRD Division
 POEA, Ortigas Ave, EDSA Cor., Mandaluyong City
hrdd.recruitment@poea.gov.ph



APPLICATIONS SUBMITTED BEYOND THE DEADLINE AND/OR WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.