



ANNOUNCEMENT

The Philippine Overseas Employment Administration (POEA) is now inviting interested applicants who want to start a career in overseas migration to apply for the following vacant positions:

Position : **ATTORNEY VI (2 vacancies)**
Salary Grade : 26
Salary : P67,690.00/mo. + RATA + P2,000 (Allowance)
Area of Assignment : **Office of the Administrator**
Qualifications : Bachelor of Laws
Three (3) years of relevant experience in position/s involving management and supervision
Sixteen (16) hours of relevant training in management and supervision
RA 1080 (Bar)

Position : **OVERSEAS EMPLOYMENT ADJUDICATOR (12 vacancies)**
Salary Grade : 25
Salary : P61,971.00/mo. + P10,000 (RATA) + P2,000 (Allowance)
Area/s of Assignment : **Adjudication Branch (4)**
Recruitment Regulation Branch (4)
Regional Center for Visayas – Cebu City
Regional Center for Mindanao – Davao City
Regional Center for Luzon – La Union
Regional Extension Unit – Iloilo City
Qualifications : Bachelor of Laws
Three (3) years of progressively responsible experience in professional legal work which must have included trial 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 or in prosecuting and/or collaborating with Prosecutors and Fiscals in criminal cases.
Thirty-two (32) hours of relevant training
RA 1080 (Bar)

Position : **ATTORNEY V (1 vacancy)**
Salary Grade : 25
Salary : P61,971.00/mo. + RATA + P2,000 (Allowance)
Area of Assignment : **Legal Assistance Division**
Qualifications : Bachelor of Laws
Three (3) years of relevant experience
Sixteen (16) hours of relevant training
RA 1080 (Bar)

Position : **CHIEF ADMINISTRATIVE OFFICER (3 vacancies)**
Salary Grade : 24
Salary : P56,610.00/mo. + P10,000 (RATA) + P2,000 (Allowance)
Area/s of Assignment : **Budget Division**
Central Records Division
Systems Development and Operations Division

Qualifications : Masteral Degree or Certificate in Leadership and Management from the Civil Service Commission (CSC)
Four (4) years of supervisory/management experience
Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years
Career Service Professional Eligibility

Position : **CHIEF LABOR & EMPLOYMENT OFFICER (2 vacancies)**
Salary Grade : 24
Salary : P56,610.00/mo. + P10,000 (RATA) + P2,000 (Allowance)
Area/s of Assignment : ***Seabased Accreditation Division***
Manpower Registry Division

Qualifications : Masteral Degree or Certificate in Leadership and Management from the Civil Service Commission (CSC)
Four (4) years of supervisory/management experience
Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years
Career Service Professional Eligibility

Position : **ATTORNEY IV (1 vacancy)**
Salary Grade : 23
Salary : P51,826.00/mo. + P2,000 (Allowance)
Area of Assignment : ***Legal Research Division***
Qualifications : Bachelor of Laws
Two (2) years of relevant experience
Eight (8) hours of relevant training
RA 1080 (Bar)

Position : **SUPERVISING ADMINISTRATIVE OFFICER (3 vacancies)**
Salary Grade : 22
Salary : P47,448.00/mo. + P2,000 (Allowance)
Area/s of Assignment : ***Accounting Division***
Seabased Processing Division
Cash Division

Qualifications : Three (3) years of relevant experience
Sixteen (16) hours of relevant training
Career Service Professional Eligibility

Position : **SUPERVISING LABOR & EMPLOYMENT OFFICER (11 vacancies)**
Salary Grade : 22
Salary : P47,448.00/mo. + P2,000 (Allowance)
Area/s of Assignment : ***Employment Services Regulation Division***
Landbased Center
Seabased Accreditation Division
Licensing and Evaluation Division
Inspection Division
Manpower Development Division
Recruitment and Documentation Division
Labor Assistance Center
Repatriation Unit
Regional Center for Luzon – La Union
Regional Satellite Office – Laguna

Qualifications : Bachelor's Degree
Three (3) years of relevant experience
Sixteen (16) hours of relevant training
Career Service Professional Eligibility

Position : **ATTORNEY III (1 vacancy)**
Salary Grade : 21
Salary : P43,439.00/mo. + P2,000 (Allowance)
Area of Assignment : **Prosecution Division**
Qualifications : Bachelor of Laws
One (1) year of relevant experience
Four (4) hours of relevant training
RA 1080 (Bar)

Position : **EXECUTIVE ASSISTANT III (1 vacancy)**
Salary Grade : 20
Salary : P39,768.00/mo. + P2,000 (Allowance)
Area of Assignment : **Office of the Administrator**
Qualifications : Bachelor's Degree
Two (2) years of relevant experience
Eight (8) hours of relevant training
Career Service Professional Eligibility

Position : **SENIOR LABOR & EMPLOYMENT OFFICER (19 vacancies)**
Salary Grade : 19
Salary : P36,409.00/mo. + P2,000 (Allowance)
Area/s of Assignment : **Labor Assistance Center (2)**
Docket and Enforcement Division (2)
Licensing and Evaluation Division (2)
Inspection Division (2)
Manpower Registry Division (1)
Clients Services Division (1)
Recruitment and Documentation Division (1)
Workers Education Division (1)
Landbased Center (1)
Name-Hire Assistance Division (1)
Balik-Manggagawa Processing Division (1)
Regional Satellite Office – Laguna (1)
Palawan Satellite Office-OSSCO (1)
Regional Center for Mindanao – Davao City (1)
Regional Center for Visayas – Cebu City (1)
Qualifications : Bachelor's Degree
Two (2) years of relevant experience
Eight (8) hours of relevant training
Career Service Professional Eligibility

Position : **COMPUTER PROGRAMMER III (1 vacancy)**
Salary Grade : 18
Salary : P33,452.00/mo. + Allowance
Area of Assignment : **Data Bank and Network Division, ICT Branch**
Qualifications : Bachelor's Degree relevant to the job
Two (2) years of relevant experience in Database Administration and Networking Systems
Eight (8) hours of relevant training in Computer Operations, Database and Networking Application
Career Service Professional Eligibility

Position : **PLANNING OFFICER III (2 vacancies)**
Salary Grade : 18
Salary : P33,452.00/mo. + P2,000 (Allowance)
Area/s of Assignment : ***Policies and Programs Division***
Qualifications : Bachelor's Degree relevant to the job
Two (2) years of relevant experience
Eight (8) hours of relevant training
Career Service Professional Eligibility

Position : **ADMINISTRATIVE OFFICER V (3 vacancies)**
Salary Grade : 18
Salary : P33,452.00/mo. + P2,000 (Allowance)
Area/s of Assignment : ***Budget Division***
General Services and Property Division
Central Records Division
Qualifications : Bachelor's Degree relevant to the job
Two (2) years of relevant experience
Eight (8) hours of relevant training
Career Service Professional Eligibility

Position : **ADMINISTRATIVE OFFICER V (1 vacancy)**
Salary Grade : 18
Salary : P33,452.00/mo. + P2,000 (Allowance)
Area/s of Assignment : ***Human Resource Development Division***
Qualifications : Bachelor's Degree relevant to the job
Two (2) years of relevant experience preferably in the field of training and development; with knowledge in the following areas: preparation of training plan, design or proposal, conduct of training needs assessment, training evaluation and training competency assessment
Eight (8) hours of relevant training
Career Service Professional Eligibility

Position : **ATTORNEY II (1 vacancy)**
Salary Grade : 18
Salary : P33,452.00/mo. + P2,000 (Allowance)
Area of Assignment : ***Prosecution Division***
Qualifications : Bachelor of Laws
No experience required
No training required
RA 1080 (Bar)

Position : **LABOR & EMPLOYMENT OFFICER III (5 vacancies)**
Salary Grade : 16
Salary : P28,417.00/mo. + P2,000 (Allowance)
Area of Assignment : ***Manpower Registry Division***
Balik-Manggagawa Processing Division
Landbased Center
Repatriation Unit
Conciliation Unit
Qualifications : Bachelor's Degree
One (1) year of relevant experience
Four (4) hours of relevant training
Career Service Professional Eligibility

Position : **COMPUTER PROGRAMMER II (1 vacancy)**
Salary Grade : 15
Salary : P26,192.00/mo. + P2,000 (Allowance)
Area of Assignment : **Data Bank and Network Division, ICT Branch**
Qualifications : Bachelor's Degree relevant to the job
One (1) year of relevant experience in Database Administration and Networking Systems
Four (4) hours of relevant training in Computer Operations, Database and Networking Application
Career Service Professional Eligibility

Position : **PROJECT EVALUATION OFFICER II (1 vacancy)**
Salary Grade : 15
Salary : P26,192.00/mo. + P2,000 (Allowance)
Area/s of Assignment : **Policies and Programs Division**
Qualifications : Bachelor's Degree relevant to the job
One (1) year of relevant experience
Four (4) hours of relevant training
Career Service Professional Eligibility

Position : **STATISTICIAN II (2 vacancies)**
Salary Grade : 15
Salary : P26,192.00/mo. + P2,000 (Allowance)
Area of Assignment : **Policies and Programs Division**
Market Research and Standards Division
Qualifications : Bachelor's Degree in Applied Statistics, Mathematics or related field of study
One (1) year relevant experience preferably in statistical research, data analysis
Four (4) hours relevant training in the field of Statistics
Career Service Professional Eligibility

Position : **ADMINISTRATIVE OFFICER IV (3 vacancies)**
Salary Grade : 15
Salary : P26,192.00 + P2,000 (Allowance)
Area of Assignment : **Information and Education Division**
Human Resource Development Division
Accounting Division
Qualification : Bachelor's Degree relevant to the job
One (1) year of relevant experience
Four (4) hours of relevant training
Career Service Professional Eligibility

Position : **BOARD SECRETARY I (4 vacancies)**
Salary Grade : 14
Salary : P24,141/mo. + P2,000 (Allowance)
Area of Assignment : **Governing Board (2)**
Bids and Awards Committee (2)
Qualifications : Bachelor's Degree
One (1) year of relevant experience
Four (4) hours of relevant training
Career Service Professional Eligibility

Position : **ADMINISTRATIVE OFFICER III (2 vacancies)**
 Salary Grade : 14
 Salary : P24,141.00 + P2,000 (Allowance)
 Area of Assignment : **Operations and Surveillance Division**
Docket and Enforcement Division
 Qualification : Bachelor's Degree
 One (1) year of relevant experience
 Four (4) hours of relevant training
 Career Service Professional Eligibility

Position : **LABOR & EMPLOYMENT OFFICER II (7 vacancies)**
 Salary Grade : 13
 Salary : P22,328.00/mo. + P2,000 (Allowance)
 Area of Assignment : **Employment Services & Regulation Division**
Seabased Accreditation Division
Seabased Processing Division
Regional Satellite Office – Laguna
Regional Extension Unit – Iloilo City
Regional Satellite Office – Legazpi City
Regional Extension Unit – Baguio City
 Qualifications : Bachelor's Degree
 No experience required
 No training required
 Career Service Professional Eligibility

Position : **COMPUTER OPERATOR III (1 vacancy)**
 Salary Grade : 12
 Salary : P20,651.00/mo. + P2,000 (Allowance)
 Area of Assignment : **Data Bank and Network Division, ICT Branch**
 Qualifications : Completion of two (2) years studies in College
 Two (2) years of relevant experience
 Eight (8) hours of relevant training
 Career Service Sub-Professional Eligibility

Position : **STATISTICIAN I (1 vacancy)**
 Salary Grade : 11
 Salary : P19,077.00/mo. + P2,000 (Allowance)
 Area of Assignment : **Polices and Programs Division**
 Qualifications : Bachelor's Degree relevant to the job preferably in the field of Applied
 Statistics, Mathematics or related field of study
 No experience required
 No training required
 Career Service Professional Eligibility

Position : **ADMINISTRATIVE OFFICER II (4 vacancies)**
 Salary Grade : 11
 Salary : P19,077.00/mo. + P2,000 (Allowance)
 Area of Assignment : **Information and Education Division**
Human Resource Development Division
Budget Division
Regional Center for Luzon – La Union
 Qualifications : Bachelor's Degree
 No experience required
 No training required
 Career Service Professional Eligibility

Position : **ADMINISTRATIVE OFFICER I (1 vacancy)**
Salary Grade : 10
Salary : P17,730.00/mo. + P2,000 (Allowance)
Area of Assignment : **Central Records Division**
Qualifications : Bachelor's Degree
No experience required
No training required
Career Service Professional Eligibility

Position : **COMPUTER OPERATOR II (1 vacancy)**
Salary Grade : 9
Salary : P16,512.00/mo. + P2,000 (Allowance)
Area of Assignment : **Data Bank and Network Division, ICT Branch**
Qualifications : Completion of two (2) years studies in College
One (1) year of relevant experience
Four (4) hours of relevant training
Career Service Sub-Professional Eligibility

Position : **ADMINISTRATIVE ASSISTANT III (3 vacancies)**
Salary Grade : 9
Salary : P16,512.00/mo. + P2,000 (Allowance)
Area of Assignment : **Adjudication Office**
Welfare and Employment Office
Pre-Employment Services Office
Qualifications : Completion of two (2) years studies in College
One (1) year of relevant experience
Four (4) hours of relevant training
Career Service Sub-Professional Eligibility

Position : **ADMINISTRATIVE ASSISTANT II (1 vacancy)**
Salary Grade : 8
Salary : P15,368.00/mo. + P2,000 (Allowance)
Area of Assignment : **Cash Division**
Qualifications : Completion of two (2) years studies in College
One (1) year of relevant experience
Four (4) hours of relevant training
Career Service Sub-Professional Eligibility

Position : **ADMINISTRATIVE ASSISTANT I (1 vacancy)**
Salary Grade : 7
Salary : P14,331.00/mo. + P2,000 (Allowance)
Area of Assignment : **Recruitment Regulation Branch**
Qualifications : Completion of two (2) years studies in College
One (1) year of relevant experience
Four (4) hours of relevant training
Career Service Sub-Professional Eligibility

Position : **ADMINISTRATIVE AIDE VI (22 vacancies)**
Salary Grade : 6
Salary : P13,378.00/mo. + P2,000 (Allowance)
Area of Assignment : **Office of the Deputy Administrator for Licensing and Adjudication**
Human Resource Development Division
General Services and Property Division (2)
Accounting Division
Adjudication Office
Licensing and Regulation Office
Inspection Division

Legal Assistance Division
Prosecution Division
Recruitment and Documentation Division
Workers Education Division
Regional and Overseas Coordinating Office
Seabased Processing Division
Market Promotions Division
Manpower Registry Division
Licensing and Evaluation Division
Regional Center for Luzon – La Union
Regional Center for Visayas – Cebu City
Regional Center for Mindanao – Davao City (2)
Regional Satellite Office – Iloilo City

Qualifications : Completion of two (2) years studies in College
Experience not required
Training not required
Career Service Sub-Professional Eligibility


Position : **ADMINISTRATIVE AIDE V (Chauffeur I) - (1 vacancy)**

Salary Grade : 5

Salary : P12,488.00/mo. + P2,000 (Allowance)

Area of Assignment : **Office of the Administrator**

Qualifications : High School or Elementary School Graduate
One (1) year experience in Driving
Training not required
Eligibility: Driver's License (MC 11, s. 96, Category II)

Interested qualified applicants may signify in writing to **Ms. JULIE ANN J. AGUILA**, Chief, HRD Division, **not later than Friday,  NOVEMBER 2016.**

REQUIREMENTS:

For POEA Employees:

1. Updated and duly accomplished Personal Data Sheet (with latest passport size ID picture);
2. Individual Performance Commitment and Review (IPCR) Form for the last rating period;
3. Application letter indicating the position/s being applied for; and;
4. Valid NBI, CSC, Sandiganbayan and Ombudsman Clearances.

For Non-POEA Employees:

1. Latest Personal Data Sheet (with passport size ID picture);
2. Individual Performance Commitment and Review Form for the last rating period
(for existing government employees only);
3. Certified True Copy of Transcript of Records;
4. Certified True Copy of Diploma;
5. Certified True Copy of Masteral Degree Course (for supervisory positions);
6. Certified Authenticated Copy of Civil Service Eligibility;
7. Bar Ratings (for Lawyers);
8. Certificate/s of Employment;
9. Certificate/s of Training/Seminars Attended;
10. Certificate/s of Supervisory/Managerial Training/Seminars Attended (for supervisory positions);
11. NBI, CSC, Sandiganbayan and Ombudsman Clearances; and;
12. Other supporting documents

Note:

- ✓ *All applicants must be proficient in computer operations.*
- ✓ *If applying for more than one position, same set of requirements shall be submitted.*
- ✓ *Incomplete requirements/documents shall not be accepted.*
- ✓ *All next-in-rank employees who do not submit their applications means they waive their right to be considered for the position.*

26 October 2016