

## 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, 19 May 2017.**

**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 April 2017