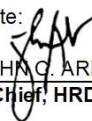


Republic of the Philippines
PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION
Request for Publication of Vacant Positions

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:


JOHN G. ARIMADO
OIC-Chief, HRD Division

Date: March 1, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ATTORNEY VI	POEAB-ATY6-1-1998	26	113891	BACHELOR OF LAWS	36 HOURS OF MCLE AND 16 HOURS OF SUPERVISORY / MANAGEMENT TRAINING / LEARNING AND DEVELOPMENT INTERVENTION	4 YEARS IN PRACTICE OF LAW, 1 YEAR OF WHICH INVOLVES SUPERVISION / MANAGEMENT	RA 1080 BAR		OFFICE OF THE ADMINISTRATOR
2	OVERSEAS EMPLOYMENT ADJUDICATOR	POEAB-OEA-21-1998	25	100788	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		RECRUITMENT REGULATION BRANCH
3	OVERSEAS EMPLOYMENT ADJUDICATOR	POEAB-OEA-22-1998	25	100788	BACHELOR OF LAWS	32 HOURS OF RELEVANT TRAINING		RA 1080 BAR		RECRUITMENT REGULATION BRANCH
4	OVERSEAS EMPLOYMENT ADJUDICATOR	POEAB-OEA-26-1998	25	100788	BACHELOR OF LAWS	32 HOURS OF RELEVANT TRAINING		RA 1080 BAR		ADJUDICATION BRANCH
5	INFORMATION TECHNOLOGY OFFICER II	POEAB-ITO2-1-1998	22	69963	BACHELOR'S DEGREE RELEVANT TO THE JOB	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		DATABANK AND NETWORK MANAGEMENT DIVISION
6	SUPERVISING ADMINISTRATIVE OFFICER (BUDGET OFFICER IV)	POEAB-SADOF-8-2004	22	69963	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
7	SUPERVISING ADMINISTRATIVE OFFICER (ACCOUNTANT IV)	POEAB-SADOF-9-2004	22	69963	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
8	SUPERVISING ADMINISTRATIVE OFFICER (RECORDS OFFICER IV)	POEAB-SADOF-11-2004	22	69963	BACHELOR'S DEGREE	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		CENTRAL RECORDS DIVISION
9	ATTORNEY III	POEAB-ATY3-2-1998	21	62449	BACHELOR OF LAWS	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080 BAR		DOCKET AND ENFORCEMENT DIVISION
10	ATTORNEY III	POEAB-ATY3-3-1998	21	62449	BACHELOR OF LAWS	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080 BAR		LEGAL ASSISTANCE DIVISION
11	ATTORNEY III	POEAB-ATY3-7-1998	21	62449	BACHELOR OF LAWS	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION

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12	ADMINISTRATIVE OFFICER V (ACCOUNTANT III)	POEAB-ADOF5-11-2004	19	49835	BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080 CPA		ACCOUNTING DIVISION
13	ADMINISTRATIVE OFFICER V (ACCOUNTANT III)	POEAB-ADOF5-12-2004	19	49835	BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080 CPA		ACCOUNTING DIVISION
14	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-37-1998	19	49835	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		RECRUITMENT AND DOCUMENTATION DIVISION
15	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-46-1998	19	49835	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		SEABASED EMPLOYMENT ACCREDITATION DIVISION
16	ATTORNEY II	POEAB-ATY2-1-1998	18	45203	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		LEGAL RESEARCH DIVISION
17	ATTORNEY II	POEAB-ATY2-5-1998	18	45203	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		LEGAL ASSISTANCE DIVISION
18	ATTORNEY II	POEAB-ATY2-6-1998	18	45203	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
19	ATTORNEY II	POEAB-ATY2-7-1998	18	45203	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
20	ATTORNEY II	POEAB-ATY2-8-1998	18	45203	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
21	ATTORNEY II	POEAB-ATY2-12-1998	18	45203	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		PROSECUTION DIVISION
22	ATTORNEY II	POEAB-ATY2-13-1998	18	45203	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		PROSECUTION DIVISION
23	ATTORNEY II	POEAB-ATY2-14-1998	18	45203	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		PROSECUTION DIVISION
24	COMPUTER PROGRAMMER III	POEAB-COMPRO3-1-1998	18	45203	BACHELOR'S DEGREE RELEVANT TO THE JOB	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		DATABANK AND NETWORK MANAGEMENT DIVISION
25	COMPUTER PROGRAMMER III	POEAB-COMPRO3-2-1998	18	45203	BACHELOR'S DEGREE RELEVANT TO THE JOB	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		DATABANK AND NETWORK MANAGEMENT DIVISION
26	ADMINISTRATIVE OFFICER IV (ACCOUNTANT II)	POEAB-ADOF4-16-2004	16	38150	BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		ACCOUNTING DIVISION
27	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-4-1998	16	38150	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		LICENSING AND EVALUATION DIVISION
28	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-11-1998	16	38150	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		MANPOWER REGISTRY DIVISION
29	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-13-1998	16	38150	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		MANPOWER REGISTRY DIVISION
30	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-18-1998	16	38150	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		CLIENT SERVICES DIVISION
31	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-35-1998	16	38150	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		SEABASED EMPLOYMENT ACCREDITATION DIVISION
32	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-42-1998	16	38150	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		LANDBASED CENTER

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33	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-43-1998	16	38150	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		LANDBASED CENTER
34	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-50-1998	16	38150	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		LANDBASED CENTER
35	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-55-1998	16	38150	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		SEABASED EMPLOYMENT CONTRACTS PROCESSING DIVISION
36	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-60-1998	16	38150	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		BALIK-MANGGAGAWA PROCESSING DIVISION
37	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-65-1998	16	38150	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		MARKET RESEARCH AND DEV'T. DIV. FOR SOUTH & EAST ASIA, PACIFIC, EUROPE & AMERICAS (SEAPEA)
38	ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE MANAGEMENT OFFICER II)	POEAB-ADOF4-18-2004	15	35097	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		HUMAN RESOURCE DEVELOPMENT DIVISION
39	ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)	POEAB-ADOF3-22-2004	14	32321	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		DOCKET AND ENFORCEMENT DIVISION
40	ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)	POEAB-ADOF3-24-2004	14	32321	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		DOCKET AND ENFORCEMENT DIVISION
41	BOARD SECRETARY I	POEAB-BS1-3-1998	14	32321	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		ADJUDICATION BRANCH
42	LABOR AND EMPLOYMENT OFFICER II	POEAB-LEO2-40-1998	13	29798	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		LABOR ASSISTANCE CENTER
43	ADMINISTRATIVE OFFICER II (ACCOUNTANT I)	POEAB-ADOF2-16-2004	12	29798	BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA 1080 CPA		ACCOUNTING DIVISION
44	ADMINISTRATIVE OFFICER II (ACCOUNTANT I)	POEAB-ADOF2-18-2004	12	29798	BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA 1080 CPA		REGIONAL CENTER FOR MINDANAO - DAVAO CITY
45	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER)	POEAB-ADAS2-15-2004	8	18998	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
46	ADMINISTRATIVE AIDE VI (CLERK III)	POEAB-ADA6-5-2004	6	16877	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		OFFICE OF THE ADMINISTRATOR
47	ADMINISTRATIVE AIDE VI (CLERK III)	POEAB-ADA6-7-2004	6	16877	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		ACCOUNTING DIVISION
48	ADMINISTRATIVE AIDE VI (MECHANIC II)	POEAB-ADA6-10-2004	6	16877	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/ TRADE COURSE	NONE REQUIRED	NONE REQUIRED	MECHANIC (AUTOMOTIVE SERVICING) (MC 10, S. 2013 - CAT. II)		GENERAL SERVICES AND PROPERTY DIVISION
49	ADMINISTRATIVE AIDE VI (CLERK III)	POEAB-ADA6-11-2004	6	16877	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		GENERAL SERVICES AND PROPERTY DIVISION

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
50	ADMINISTRATIVE AIDE VI (CLERK III)	POEAB-ADA6-14-2004	6	16877	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		ADJUDICATION OFFICE
51	ADMINISTRATIVE AIDE VI (CLERK III)	POEAB-ADA6-16-2004	6	16877	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		DOCKET AND ENFORCEMENT DIVISION
52	ADMINISTRATIVE AIDE VI (CLERK III)	POEAB-ADA6-42-2004	6	16877	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		BALIK-MANGGAGAWA PROCESSING 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 **March 11, 2022**.

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) which can be downloaded at www.csc.gov.ph;
3. Duly accomplished Comprehensive CS Form 212 Attachment - Work Experience Sheet which can be downloaded at www.csc.gov.ph; and,
4. Performance rating in the last rating period of at least Very Satisfactory (VS) rating in the last rating period (for government employees).

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) which can be downloaded at www.csc.gov.ph;
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 in the last rating period (for government employees);
5. Copy of Authenticated CSC eligibility certificate (if CSC eligible);
6. Copy of Bar/Board Rating, Certificate of Registration/Membership and valid license (if Bar/Board passer);
7. Copy of Transcript of Records, Diploma, Master's Degree (if applicable);
8. Copy of Service Record* or Certificate of Employment* for present and previous employments indicating the inclusive years of employment; and,
9. Copy of Certificate/s of Training* for all training and seminars attended.

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

REMINDER TO ALL APPLICANTS:

1. We encourage applicants to submit the pdf version of their application documents.
2. Make sure that all of your application documents are readable.
3. If the files are too big to send via email, you may upload it via Google drive and share the link to us. Do not forget to provide us access to the link for us to view your uploaded files.

QUALIFIED APPLICANTS are advised to hand in or send through email their application to:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

The POEA adheres to the principles of Equal Employment Opportunity and shall not discriminate based on age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

APPROVED	
FOR POSTING	
UNTIL	<u>11 MARCH 2022</u>
BY	<u>JOHN C. ARIMADO</u>