

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:

August 6, 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	CHIEF ADMINISTRATIVE OFFICER (HUMAN RESOURCE MANAGEMENT OFFICER V)	POEAB-CADOF-21-2004	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		HUMAN RESOURCE DEVELOPMENT DIVISION
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
3	ATTORNEY IV	POEAB-ATY4-2-1998	23	76907	BACHELOR OF LAWS	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080 BAR		ANTI-ILLEGAL RECRUITMENT BRANCH
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	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		SYSTEMS DEVELOPMENT AND OPERATIONS DIVISION
5	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
6	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
7	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	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		LANDBASED CENTER
8	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

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9	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
10	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
11	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
12	ATTORNEY II	POEAB-ATY2-1-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		LEGAL RESEARCH DIVISION
13	ATTORNEY II	POEAB-ATY2-2-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		LEGAL ASSISTANCE DIVISION
14	ATTORNEY II	POEAB-ATY2-6-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
15	ATTORNEY II	POEAB-ATY2-7-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
16	ATTORNEY II	POEAB-ATY2-8-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
17	ATTORNEY II	POEAB-ATY2-11-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		LEGAL RESEARCH DIVISION
18	ATTORNEY II	POEAB-ATY2-12-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		PROSECUTION DIVISION
19	ATTORNEY II	POEAB-ATY2-13-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		PROSECUTION DIVISION
20	ATTORNEY II	POEAB-ATY2-14-1998	18	43681	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		PROSECUTION DIVISION

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21	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-6-1998	16	36628	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		MANPOWER REGISTRY DIVISION
22	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-11-1998	16	36628	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		MANPOWER REGISTRY DIVISION
23	LABOR AND EMPLOYMENT OFFICER II	POEAB-LEO2-19-1998	13	28276	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		LABOR ASSISTANCE CENTER
24	LABOR AND EMPLOYMENT OFFICER II	POEAB-LEO2-40-1998	13	28276	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		LABOR ASSISTANCE CENTER

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 August 16, 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) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
  3. Duly accomplished Comprehensive CS Form 212 Attachment - Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://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](http://www.csc.gov.ph);
3. Duly accomplished Comprehensive CS Form 212 Attachment - Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://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.

**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](mailto:hrdd.recruitment@poea.gov.ph)

<p><b>APPROVED</b>          FOR POSTING</p> <p>UNTIL <u>16 AUGUST 2021</u></p> <p>BY <u>APOLLO C. DE ROBLES</u></p>
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**APPLICATIONS SUBMITTED BEYOND THE DEADLINE AND/OR WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**