

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:

JULIE ANN J. AGUILA
Chief, HRD Division

Date: November 11, 2019

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	Supervising Administrative Officer (Budget Officer IV)	POEAB-SADOF-8-2004	22	65319	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional		BUDGET DIVISION (CENTRAL OFFICE)
2	Supervising Labor and Employment Officer	POEAB-SVLEO-13-1998	22	65319	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Professional		REGIONAL CENTER FOR MINDANAO - DAVAO CITY
3	Supervising Labor and Employment Officer	POEAB-SVLEO-3-1998	22	65319	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Professional		MIDDLE EAST & AFRICAN AFFAIRS DIVISION (CENTRAL OFFICE)
4	Senior Labor and Employment Officer	POEAB-SRLEO-25-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		MANPOWER REGISTRY DIVISION (CENTRAL OFFICE)
5	Senior Labor and Employment Officer	POEAB-SRLEO-30-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		MANPOWER DEVELOPMENT DIVISION (CENTRAL OFFICE)
6	Senior Labor and Employment Officer	POEAB-SRLEO-32-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		ASSISTANCE AND WELFARE DIVISION (CENTRAL OFFICE)
7	Senior Labor and Employment Officer	POEAB-SRLEO-42-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		LANDBASED CENTER (CENTRAL OFFICE)
8	Senior Labor and Employment Officer	POEAB-SRLEO-51-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		LANDBASED CENTER (CENTRAL OFFICE)
9	Attorney II	POEAB-ATY2-16-1998	18	40637	Bachelor of Laws	None required	None required	RA 1080		REGIONAL CENTER FOR LUZON - LA UNION
10	Labor and Employment Officer III	POEAB-LEO3-1-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		DOCKET AND ENFORCEMENT DIVISION (CENTRAL OFFICE)
11	Labor and Employment Officer III	POEAB-LEO3-18-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		CLIENT SERVICES DIVISION (CENTRAL OFFICE)
12	Labor and Employment Officer III	POEAB-LEO3-34-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		SEABASED EMPLOYMENT ACCREDITATION DIVISION (CENTRAL OFFICE)
13	Labor and Employment Officer III	POEAB-LEO3-7-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		MANPOWER REGISTRY DIVISION (CENTRAL OFFICE)
14	Librarian II	POEAB-LIB2-1-1998	15	30531	Bachelor's Degree in Library Science or Information Science or BS in Education/ Arts major in Library Science	4 hours of relevant training	1 year of relevant experience	RA 1080		INFORMATION AND EDUCATION DIVISION (CENTRAL OFFICE)

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15	Administrative Officer III (Records Officer II)	POEAB-ADOF3-18-2004	14	27755	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		CENTRAL RECORDS DIVISION (CENTRAL OFFICE)
16	Administrative Officer III (Records Officer II)	POEAB-ADOF3-21-2004	14	27755	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		PROSECUTION DIVISION (CENTRAL OFFICE)
17	Labor and Employment Officer II	POEAB-LEO2-37-1998	13	25232	Bachelor's Degree	None required	None required	CS Professional		REGIONAL CENTER FOR MINDANAO - DAVAO CITY
18	Labor and Employment Officer II	POEAB-LEO2-5-1998	13	25232	Bachelor's Degree	None required	None required	CS Professional		CLIENT SERVICES DIVISION (CENTRAL OFFICE)
19	Computer Operator II	POEAB-COMPO2-1-1998	9	17975	Completion of two years studies in college or HS Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Sub- Professional		DATA BANK DIVISION (CENTRAL OFFICE)
20	Administrative Aide VI (Clerk III)	POEAB-ADA6-23-2004	6	14847	Completion of two years studies in college	None required	None required	CS Sub- Professional		OPERATIONS AND SURVEILLANCE DIVISION (CENTRAL OFFICE)
21	Administrative Aide VI (Clerk III)	POEAB-ADA6-31-2004	6	14847	Completion of two years studies in college	None required	None required	CS Sub- Professional		CLIENT SERVICES DIVISION (CENTRAL OFFICE)
22	Administrative Aide VI (Clerk III)	POEAB-ADA6-37-2004	6	14847	Completion of two years studies in college	None required	None required	CS Sub- Professional		REGIONAL AND OVERSEAS COORDINATING OFFICE (CENTRAL OFFICE)
23	Administrative Aide VI (Clerk III)	POEAB-ADA6-40-2004	6	14847	Completion of two years studies in college	None required	None required	CS Sub- Professional		LANDBASED CENTER (CENTRAL OFFICE)
24	Administrative Aide VI (Clerk III)	POEAB-ADA6-50-2004	6	14847	Completion of two years studies in college	None required	None required	CS Sub- Professional		WORKERS EDUCATION & WELFARE MONITORING DIVISION (CENTRAL OFFICE)
25	Administrative Aide VI (Clerk III)	POEAB-ADA6-52-2004	6	14847	Completion of two years studies in college	None required	None required	CS Sub- Professional		MANPOWER REGISTRY DIVISION (CENTRAL OFFICE)

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 address below not later than November 21, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) & Comprehensive CS Form 212 Attachment -Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period.

Additional Requirements for Non-POEA employees:

3. Photocopy of certificate of trainings/seminars attended (within the last five years);
4. Photocopy of authenticated certificate of eligibility/bar or board rating;
5. Photocopy of Transcript of Records & Diploma, Masteral Degree (if applicable); and
6. Photocopy of certificate of employment (for non-government employees) or service record (for government employees).

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

JULIE ANN J. AGUILA

Chief, HRD Division

5F BFO Bldg.,

hrdd.recruitment@poea.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.