

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: July 19, 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	Overseas Employment Adjudicator	POEAB-OEA-12-1998	25	95083	Bachelor of Laws	32 hours of relevant training	3 years of progressive responsible 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 or in prosecuting and/or collaborating with Prosecutors and Fiscals in criminal cases	RA 1080 Bar		Adjudication Branch (Central Office)
2	Overseas Employment Adjudicator	POEAB-OEA-18-1998	25	95083	Bachelor of Laws	32 hours of relevant training	3 years of progressive responsible 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 or in prosecuting and/or collaborating with Prosecutors and Fiscals in criminal cases	RA 1080 Bar		Recruitment Regulation Branch (Central Office)
3	Overseas Employment Adjudicator	POEAB-OEA-23-1998	25	95083	Bachelor of Laws	32 hours of relevant training	3 years of progressive responsible 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 or in prosecuting and/or collaborating with Prosecutors and Fiscals in criminal cases	RA 1080 Bar		Adjudication Branch (Central Office)

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4	Attorney V	POEAB-ATY5-1-1998	25	95083	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080 Bar		Legal Research Division (Central Office)
5	Attorney IV	POEAB-ATY4-1-1998	23	73811	Bachelor of Laws	8 hours of relevant experience	2 years of relevant experience	RA 1080 Bar		Operations and Surveillance Division (Central Office)
6	Attorney IV	POEAB-ATY4-2-1998	23	73811	Bachelor of Laws	8 hours of relevant experience	2 years of relevant experience	RA 1080 Bar		Prosecution Division (Central Office)
7	Attorney IV	POEAB-ATY4-4-1998	23	73811	Bachelor of Laws	8 hours of relevant experience	2 years of relevant experience	RA 1080 Bar		Docket and Enforcement Branch (Central Office)
8	Attorney IV	POEAB-ATY4-5-1998	23	73811	Bachelor of Laws	8 hours of relevant experience	2 years of relevant experience	RA 1080 Bar		Legal Assistance Division (Central Office)
9	Attorney IV	POEAB-ATY4-6-1998	23	73811	Bachelor of Laws	8 hours of relevant experience	2 years of relevant experience	RA 1080 Bar		Legal Assistance Division (Central Office)
10	Engineer IV	POEAB-ENG4-1-1998	22	65319	Bachelor's degree in Engineering relevant to the job (preferably BS Civil Engineering)	16 hours of relevant training	3 years of relevant experience	RA 1080 (preferably a licensed Civil Engineer)		General Services and Property Division (Central Office)
11	Supervising Administrative Officer	POEAB-SADOF-9-2004	22	65319	Bachelor's Degree in Commerce / Accountancy	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080 CPA		Accounting Division (Central Office)
12	Attorney III	POEAB-ATY3-2-1998	21	57805	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 Bar		Docket and Enforcement Branch (Central Office)
13	Attorney III	POEAB-ATY3-3-1998	21	57805	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 Bar		Legal Assistance Division (Central Office)
14	Attorney III	POEAB-ATY3-4-1998	21	57805	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 Bar		Legal Assistance Division (Central Office)
15	Attorney III	POEAB-ATY3-7-1998	21	57805	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 Bar		Operations and Surveillance Division (Central Office)
16	Attorney III	POEAB-ATY3-8-1998	21	57805	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 Bar		Conciliation Unit (Central Office)
17	Attorney III	POEAB-ATY3-10-1998	21	57805	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 Bar		Prosecution Division (Central Office)
18	Attorney III	POEAB-ATY3-11-1998	21	57805	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 Bar		Prosecution Division (Central Office)
19	Senior Labor and Employment Officer	POEAB-SRLEO-9-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		Conciliation Unit (Central Office)
20	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)
21	Senior Labor and Employment Officer	POEAB-SRLEO-60-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		Balik-Manggagawa Processing Division (Central Office)
22	Information System Analyst III	POEAB-INFOSA3-1-1998	19	45269	Bachelor's Degree relevant to the job	8 hours of relevant experience	2 years of relevant experience	CS Professional		Systems Development and Operations Division (Central Office)
23	Attorney II	POEAB-ATY2-3-1998	18	40637	Bachelor of Laws	None required	None required	RA 1080 Bar		Legal Assistance Division (Central Office)

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24	Attorney II	POEAB-ATY2-4-1998	18	40637	Bachelor of Laws	None required	None required	RA 1080 Bar		Legal Assistance Division (Central Office)
25	Attorney II	POEAB-ATY2-5-1998	18	40637	Bachelor of Laws	None required	None required	RA 1080 Bar		Operations and Surveillance Division (Central Office)
26	Attorney II	POEAB-ATY2-6-1998	18	40637	Bachelor of Laws	None required	None required	RA 1080 Bar		Operations and Surveillance Division (Central Office)
27	Attorney II	POEAB-ATY2-12-1998	18	40637	Bachelor of Laws	None required	None required	RA 1080 Bar		Prosecution Division (Central Office)
28	Administrative Officer V (Information Officer III)	POEAB-ADOF5-9-2004	18	40637	Bachelor's Degree relevant to the job	8 hours of relevant experience	2 years of relevant experience	CS Professional	Excellent in written and oral communication skills; Preferably with background in writing press releases	Information and Education Division (Central Office)
29	Attorney II	POEAB-ATY2-15-1998	18	40637	Bachelor of Laws	None required	None required	RA 1080 Bar		Regional Center for Mindanao - Davao City
30	Labor and Employment Officer III	POEAB-LEO3-11-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Manpower Registry Division (Central Office)
31	Labor and Employment Officer III	POEAB-LEO3-61-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Regional Satellite Office XII - Koronadal City
32	Labor and Employment Officer III	POEAB-LEO3-69-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Repatriation Unit (Central Office)
33	Labor and Employment Officer III	POEAB-LEO3-70-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Regional Center for Mindanao - Davao City
34	Administrative Officer IV (Budget Officer II)	POEAB-ADOF4-13-2004	15	30531	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Budget Division (Central Office)
35	Administrative Officer IV (Management and Audit Analyst II)	POEAB-ADOF4-20-2004	15	30531	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Systems Development and Operations Division (Central Office)
36	Computer Programmer II	POEAB-COMPRO2-1-1998	15	30531	Bachelor's Degree relevant to the job	8 hours of relevant experience	2 years of relevant experience	CS Professional		Databank and Network Management Division (Central Office)
37	Credit Officer III	POEAB-CROF3-2-2002	15	30531	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Cash Division (Central Office)
38	Labor & Employment Officer II	POEAB-LEO2-42-1998	13	25232	Bachelor's Degree	None required	None required	CS Professional		Regional Satellite Office VIII - Tacloban City
39	Computer Operator III	POEAB-COMPO3-3-1998	12	22938	Completion of two years studies in college or HS Graduate with relevant vocational/trade course	8 hours of relevant experience	2 years of relevant experience	CS Sub-Professional		Databank and Network Management Division (Central Office)
40	Administrative Officer II (Accountant I)	POEAB-ADOF2-16-2004	12	22938	Bachelor's Degree in Commerce / Accountancy	None required	None required	RA 1080 CPA		Accounting Division (Central Office)
41	Administrative Officer II (Budget Officer I)	POEAB-ADOF2-14-2004	11	20754	Bachelor's Degree	None required	None required	CS Professional		Budget Division (Central Office)
42	Computer Operator II	POEAB-COMPO2-3-1998	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		Databank and Network Management Division (Central Office)

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43	Administrative Assistant I (Stenographic Reporter I)	POEAB-ADAS1-7-2004	7	15738	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub- Professional		Adjudication Branch (Central Office)
44	Administrative Aide VI (Clerk III)	POEAB-ADA6-3-2004	6	14847	Completion of two years studies in college	None required	None required	CS Sub- Professional		OSSCO Palayan
45	Administrative Aide VI (Clerk III)	POEAB-ADA6-29-2004	6	14847	Completion of two years studies in college	None required	None required	CS Sub- Professional		Central Records Division (Central Office)
46	Administrative Aide VI (Clerk III)	POEAB-ADA6-44-2004	6	14847	Completion of two years studies in college	None required	None required	CS Sub- Professional		Regional Satellite Office VI - Bacolod City
47	Administrative Aide III (Driver I)	POEAB-ADA3-17-2004	3	12466	Elementary School Graduate	None required	None required	Professional Driver's License		General Services and Property 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 July 29, 2019.

For POEA Employees:

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.**

For NON-POEA Employees:

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;**
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.