

ANNOUNCEMENT

The Philippine Overseas Employment Administration (POEA) is now inviting interested applicants who want to be part of a challenging and worthwhile mission of promoting decent work and protecting the welfare of our Overseas Filipino Workers (OFWs) to apply for the following vacant positions:

Position : **CHIEF LABOR & EMPLOYMENT OFFICER (2 vacancies)**
Salary Grade : 24
Salary : P64,416.00/mo. + P10,000 (RATA) + P2,000 (Allowance)
Area/s of Assignment : ***Labor Assistance Center (LAC)***
Licensing & Evaluation Division, Licensing Branch
Qualifications : Masteral Degree
Four (4) years in position/s involving management & supervision
Twenty-four (24) hours of training in management & supervision
Career Service Professional eligibility

Position : **CHIEF LABOR AND EMPLOYMENT OFFICER (1 vacancy)**
Salary Grade : 24
Salary : P64,416.00/mo. + P10,000 (RATA) + P2,000 (Allowance)
Area of Assignment : ***Systems Development Division, ICT Branch***
Qualifications : Masteral Degree
4 years in position/s involving management and supervision
(preferably actual supervisory experience and knowledge in computer systems development)
24 hours of training in management and supervision
(preferably with training in computer systems development)
Career Service Professional Eligibility

Position : **ATTORNEY IV (1 vacancy)**
Salary Grade : 23
Salary : P51,826.00/mo. + P2,000 (Allowance)
Area of Assignment : ***Legal Assistance Division***
Qualifications : Bachelor of Laws
Two (2) years of relevant experience
Eight (8) hours of relevant training
RA 1080 (Bar)

Position : **SUPERVISING ADMINISTRATIVE OFFICER (1 vacancy)**
Salary Grade : 22
Salary : P52,000/mo + P2,000 Allowance)
Area of Assignment : ***Policies and Programs Division, Planning Branch***
Qualifications : Bachelor's Degree preferably with background in research and statistics
3 years of relevant experience and must have the ability to organize, develop and analyze data, ideas and concepts into clear and concise reports, plans and documents
16 hours of relevant training preferably in research and statistics
Career Service Professional eligibility

Position : **ATTORNEY III (5 vacancies)**
Salary Grade : 21
Salary : P47,779.00/mo + P2,000 (Allowance)
Area of Assignment : ***Legal Assistance Division (1)***
Prosecution Division (1)
Operations and Surveillance Division (1)
Conciliation Unit (1)
POEA Regional Center for Mindanao, Davao City (1)
Qualifications : Bachelor of Laws
One (1) year of relevant experience
Four (4) hours of relevant training
RA 1080 (Bar)

Position : **ATTORNEY II (1 vacancy)**
Salary Grade : 18
Salary : P35,693.00/mo. + P2,000 (Allowance)
Area of Assignment : ***Repatriation Unit***
Qualifications : Bachelor of Laws
No experience required
No training required
RA 1080 (Bar)

Interested qualified applicants may signify in writing to **Ms. JULIE ANN J. AGUILA**, Chief, HRD Division, not later than Monday, 08 May 2017.

REQUIREMENTS:

For POEA Employees:

1. Updated and duly accomplished Personal Data Sheet (with latest passport size ID picture);
2. Performance Evaluation Rating for the last two (2) semesters;
3. Application letter indicating the position being applied for; and;
4. NBI, CSC, Sandiganbayan and Ombudsman Clearances.

For Non-POEA Employees:

1. Latest Personal Data Sheet (with passport size ID picture;
2. Performance Evaluation Rating for the last two (2) semesters (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 (for supervisory position applicants);
6. Certified true copy of Civil Service Eligibility;
7. Bar Ratings (for Lawyers);
8. Certificate/s of Employment;
9. Certificate/s of Training/Seminars attended;
10. NBI, CSC, Sandiganbayan and Ombudsman Clearances; and;
11. 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.*

21 April 2017