

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: December 21, 2018

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	Attorney II	POEAB-ATY2-1-1998	18	P 38,085.00	Bachelor of Laws	None required	None required	RA 1080		Docket & Enforcement Division
2	Attorney II	POEAB-ATY2-2-1998	18	P 38,085.00	Bachelor of Laws	None required	None required	RA 1080		Legal Research Division
3	Attorney II	POEAB-ATY2-3-1998	18	P 38,085.00	Bachelor of Laws	None required	None required	RA 1080		Conciliation Unit
4	Attorney II	POEAB-ATY2-5-1998	18	P 38,085.00	Bachelor of Laws	None required	None required	RA 1080		Legal Assistance Division
5	Attorney II	POEAB-ATY2-10-1998	18	P 38,085.00	Bachelor of Laws	None required	None required	RA 1080		Regional Center for Visayas - Cebu
6	Attorney II	POEAB-ATY2-16-1998	18	P 38,085.00	Bachelor of Laws	None required	None required	RA 1080		Regional Extension Unit - Zamboanga
7	Attorney III	POEAB-ATY3-2-1998	21	P 52,554.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Regional Center for Mindanao - Davao
8	Overseas Employment Adjudicator (Reposting / Republication)	POEAB-OEA-26-1998	25	P 82,439.00	Bachelor of Laws	Thirty-two (32) hours of relevant training	Three (3) years of progressively responsible experience in professional legal work which must have included trial 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		Recruitment Regulation Branch
9		POEAB-OEA-16-1998								Regional Center for Mindanao - Davao
10	Administrative Officer II (Accountant I)	POEAB-ADOF2-18-2004	11	P 20,179.00	Bachelor's Degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Regional Center for Mindanao - Davao

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **11 January 2019, Friday**.

For POEA Employees:

1. 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;
2. Comprehensive CS Form No. 212 Attachment - Work Experience Sheet which can be downloaded at www.csc.gov.ph
3. Certificate of Trainings / Seminars Attended (within the last five years); and
4. Performance Evaluation Rating with at least Very Satisfactory Performance Rating for the last rating period prior to the date of application.

For Non-POEA Employees:

1. 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;
2. Comprehensive CS Form No. 212 Attachment - Work Experience Sheet which can be downloaded at www.csc.gov.ph
3. Certificate of Trainings / Seminars Attended (within the last five years); and
4. Photocopies of Transcript of Records & Diploma, Masteral Degree (if applicable)
5. Certificate of Employment (for non-government employees) or Service Record (for government employees);
6. Photocopy of Authenticated Copy of CSC Eligibility;
7. Photocopy of Certificate of Bar / Board Rating (if applicable); and
8. Performance Evaluation Rating with at least Very Satisfactory Performance Rating for the last rating period prior to the date of application (if from other government office).

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.

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

For applications sent through email, the subject line should be read as:

"Position Applied For - Item Number - Fullname of Applicant"

(e.g. Attorney II - POEAB-ATY2-1-1998 - Juan S. Dela Cruz)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.