

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: January 21, 2020

| 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-21-1998 | 25 | 95083 | Bachelor of Laws | 32 hrs of relevant training | 3 yrs 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 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-23-1998 | 25 | 95083 | Bachelor of Laws | 32 hrs of relevant training | 3 yrs 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 in prosecuting and/or collaborating with Prosecutors and Fiscals in criminal cases | RA 1080 Bar | | Regional Extension Unit VI - Iloilo City |
| 3 | Attorney IV | POEAB-ATY4-3-1998 | 23 | 73811 | Bachelor of Laws | 8 hours of relevant training | 2 years of experience as an Attorney | RA 1080 Bar | | Legal Research Division (Central Office) |
| 4 | Attorney IV | POEAB-ATY4-4-1998 | 23 | 73811 | Bachelor of Laws | 8 hours of relevant training | 2 years of experience as an Attorney | RA 1080 Bar | | Docket & Enforcement Division (Central Office) |
| 5 | Attorney IV | POEAB-ATY4-5-1998 | 23 | 73811 | Bachelor of Laws | 8 hours of relevant training | 2 years of experience as an Attorney | RA 1080 Bar | | Legal Assistance Division (Central Office) |
| 6 | Attorney IV | POEAB-ATY4-6-1998 | 23 | 73811 | Bachelor of Laws | 8 hours of relevant training | 2 years of experience as an Attorney | RA 1080 Bar | | Legal Assistance Division (Central Office) |
| 7 | Attorney III | POEAB-ATY3-1-1998 | 21 | 57805 | Bachelor of Laws | 4 hours of relevant training | 1 year of experience as an Attorney | RA 1080 Bar | | Regional Center for Visayas VII - Cebu City |
| 8 | Attorney III | POEAB-ATY3-2-1998 | 21 | 57805 | Bachelor of Laws | 4 hours of relevant training | 1 year of experience as an Attorney | RA 1080 Bar | | Docket & Enforcement Division (Central Office) |

| 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) | |
| 9 | Attorney III | POEAB-ATY3-3-1998 | 21 | 57805 | Bachelor of Laws | 4 hours of relevant training | 1 year of experience as an Attorney | RA 1080 Bar | | Legal Assistance Division (Central Office) |
| 10 | Attorney III | POEAB-ATY3-6-1998 | 21 | 57805 | Bachelor of Laws | 4 hours of relevant training | 1 year of experience as an Attorney | RA 1080 Bar | | Operations and Surveillance Division (Central Office) |
| 11 | Attorney III | POEAB-ATY3-8-1998 | 21 | 57805 | Bachelor of Laws | 4 hours of relevant training | 1 year of experience as an Attorney | RA 1080 Bar | | Conciliation Unit (Central Office) |
| 12 | Attorney III | POEAB-ATY3-9-1998 | 21 | 57805 | Bachelor of Laws | 4 hours of relevant training | 1 year of experience as an Attorney | RA 1080 Bar | | Operations and Surveillance Division (Central Office) |
| 13 | Information Systems Analyst III | POEAB-INFOSA3-1-1998 | 19 | 45269 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS Professional | | Systems Development and Operations Division (Central Office) |
| 14 | Senior Labor and Employment Officer | POEAB-SRLEO-20-1998 | 19 | 45269 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience preferably with background in law | CS Professional | | Legal Assistance Division (Central Office) |
| 15 | Senior Labor and Employment Officer | POEAB-SRLEO-60-1998 | 19 | 45269 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS Professional | | Balik-Manggagawa Processing Division (Central Office) |
| 16 | Senior Labor and Employment Officer | POEAB-SRLEO-7-1998 | 19 | 45269 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS Professional | | Government Placement Branch (Central Office) |
| 17 | Administrative Officer V (HRMO III) | POEAB-ADOF5-13-2004 | 18 | 40637 | Bachelor's Degree in Psychology / Human Resource Development Management | 8 hours of relevant training | 2 years of relevant experience | CS Professional | Recruitment & Selection | Human Resource Development Division (Central Office) |
| 18 | Attorney II | POEAB-ATY2-10-1998 | 18 | 40637 | Bachelor of Laws | None required | None required | RA 1080 Bar | | Regional Extension Unit X - Cagayan de Oro City |
| 19 | Attorney II | POEAB-ATY2-11-1998 | 18 | 40637 | Bachelor of Laws | None required | None required | RA 1080 Bar | | Legal Research Division (Central Office) |
| 20 | Attorney II | POEAB-ATY2-1-1998 | 18 | 40637 | Bachelor of Laws | None required | None required | RA 1080 Bar | | Legal Research Division (Central Office) |
| 21 | Attorney II | POEAB-ATY2-12-1998 | 18 | 40637 | Bachelor of Laws | None required | None required | RA 1080 Bar | | Prosecution Division (Central Office) |
| 22 | Attorney II | POEAB-ATY2-13-1998 | 18 | 40637 | Bachelor of Laws | None required | None required | RA 1080 Bar | | Prosecution Division (Central Office) |
| 23 | Attorney II | POEAB-ATY2-14-1998 | 18 | 40637 | Bachelor of Laws | None required | None required | RA 1080 Bar | | Prosecution Division (Central Office) |
| 24 | Attorney II | POEAB-ATY2-15-1998 | 18 | 40637 | Bachelor of Laws | None required | None required | RA 1080 Bar | | Regional Extension Unit CAR - Baguio City |
| 25 | Attorney II | POEAB-ATY2-3-1998 | 18 | 40637 | Bachelor of Laws | None required | None required | RA 1080 Bar | | Legal Assistance Division (Central Office) |
| 26 | Attorney II | POEAB-ATY2-4-1998 | 18 | 40637 | Bachelor of Laws | None required | None required | RA 1080 Bar | | Legal Assistance Division (Central Office) |
| 27 | Attorney II | POEAB-ATY2-5-1998 | 18 | 40637 | Bachelor of Laws | None required | None required | RA 1080 Bar | | Operations and Surveillance Division (Central Office) |
| 28 | Attorney II | POEAB-ATY2-6-1998 | 18 | 40637 | Bachelor of Laws | None required | None required | RA 1080 Bar | | Operations and Surveillance Division (Central Office) |
| 29 | Attorney II | POEAB-ATY2-7-1998 | 18 | 40637 | Bachelor of Laws | None required | None required | RA 1080 Bar | | Operations and Surveillance Division (Central Office) |
| 30 | Attorney II | POEAB-ATY2-9-1998 | 18 | 40637 | Bachelor of Laws | None required | None required | RA 1080 Bar | | Regional Center for Visayas VII - Cebu City |
| 31 | Labor and Employment Officer III | POEAB-LEO3-32-1998 | 16 | 33584 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS Professional | | Direct Hire Assistance Division (Central Office) |
| 32 | Labor and Employment Officer III | POEAB-LEO3-45-1998 | 16 | 33584 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS Professional | | Labor Assistance Center |
| 33 | Labor and Employment Officer III | POEAB-LEO3-52-1998 | 16 | 33584 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS Professional | | Regional Center for Visayas VII - Cebu City |
| 34 | Labor and Employment Officer III | POEAB-LEO3-58-1998 | 16 | 33584 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS Professional | | Seabased Employment Accreditation Division (Central Office) |
| 35 | Labor and Employment Officer III | POEAB-LEO3-59-1998 | 16 | 33584 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS Professional | | Regional Satellite Office XII - Koronadal City |
| 36 | Labor and Employment Officer II | POEAB-LEO2-13-1998 | 13 | 25232 | Bachelor's degree | None required | None required | CS Professional | | Employment Services Regulation Division (Central Office) |
| 37 | Labor and Employment Officer II | POEAB-LEO2-20-1998 | 13 | 25232 | Bachelor's degree | None required | None required | CS Professional | | Regional Center for Visayas VII - Cebu City |

| 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) | |
| 38 | Labor and Employment Officer II | POEAB-LEO2-36-1998 | 13 | 25232 | Bachelor's degree | None required | None required | CS Professional | | Regional Center for Mindanao - Davao City |
| 39 | Labor and Employment Officer II | POEAB-LEO2-44-1998 | 13 | 25232 | Bachelor's degree | None required | None required | CS Professional | | Regional Satellite Office III - Pampanga |

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 January 31, 2020.

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** (if applicable).

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.