

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:

March 8, 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	Attorney III	POEAB-ATY3-3-1998	21	P57,805.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 BAR		Legal Assistance Division (Central Office)
2	Attorney III	POEAB-ATY3-4-1998	21	P57,805.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 BAR		Legal Assistance Division (Central Office)
3	Attorney III	POEAB-ATY3-7-1998	21	P57,805.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 BAR		Operations and Surveillance Division (Central Office)
4	Attorney III	POEAB-ATY3-10-1998	21	P57,805.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 BAR		Prosecution Division (Central Office)
5	Attorney II	POEAB-ATY2-8-1998	18	P40,637.00	Bachelor of Laws	No training required	No experience required	RA 1080 BAR		Operations and Surveillance Division (Central Office)
6	Attorney II	POEAB-ATY2-11-1998	18	P40,637.00	Bachelor of Laws	No training required	No experience required	RA 1080 BAR		Market Research & Development Division for Eastern Europe, Middle East & Africa (EEMEA) (Central Office)
7	Attorney II	POEAB-ATY2-15-1998	18	P40,637.00	Bachelor of Laws	No training required	No experience required	RA 1080 BAR		Conciliation Unit (Central Office)
8	Board Secretary I	POEAB-BS1-3-1998	14	P27,755.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional		Legal Research, Docket & Enforcement Branch (Central Office)
9	Board Secretary I	POEAB-BS1-4-1998	14	P27,755.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional		Adjudication Branch (Central Office)
10	Board Secretary I	POEAB-BS1-6-1998	14	P27,755.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional		Recruitment Regulation Branch (Central Office)

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 March 22, 2019.

For POEA Employees:

1. Application letter indicating the position being applied for;
2. 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;
3. Performance rating **in the last rating period** (if applicable);

For NON-POEA Employees:

1. Application letter indicating the position being applied for;
2. 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;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of trainings/seminars attended (within the last five years);
5. Photocopy of authenticated certificate of eligibility/bar or board rating;
6. Photocopy of Transcript of Records & Diploma, Masteral Degree (if applicable); and
7. 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

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

"POSITION APPLIED FOR - ITEM NUMBER - FULLNAME OF APPLICANT"

(e.g. ATTORNEY III / POEAB-ATY3-3-1998 / JUAN S. DELA CRUZ)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.