

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 28, 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	Supervising Administrative Officer	POEAB-SADOF-9-2004	22	P65,319.00	Bachelor's Degree in Commerce / Business Administration major in Accounting	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	RA 1080 CPA		Accounting Division (Central Office)
2	Administrative Officer V	POEAB-ADOF5-8-2004	18	P40,637.00	Bachelor's Degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Professional	Excellent in written and oral communication skills; Preferably with background in writing press releases	Information and Education Division (Central Office)
3	Planning Officer III	POEAB-PLO3-1-1998	18	P40,637.00	Bachelor's Degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Professional		Policies and Programs Division (Central Office)
4	Planning Officer III	POEAB-PLO3-3-1998	18	P40,637.00	Bachelor's Degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Professional		Policies and Programs Division (Central Office)
5	Labor & Employment Officer III	POEAB-LEO3-48-1998	16	P33,584.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	CS Professional		Regional Center for Mindanao - Davao City
6	Administrative Officer IV	POEAB-ADOF4-15-2004	16	P33,584.00	Bachelor's Degree in Commerce / Business Administration major in Accounting	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080 CPA		Accounting Division (Central Office)
7	Administrative Officer IV	POEAB-ADOF4-20-2004	15	P30,531.00	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional	Experience in systems development and management	Systems Development and Operations Division (Central Office)
8	Computer Programmer II	POEAB-COMPRO2-2-1998	15	P30,531.00	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional		Databank and Network Management Division (Central Office)
9	Project Evaluation Officer II	POEAB-PEO2-1-1998	15	P30,531.00	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional		Policies and Programs Division (Central Office)
10	Administrative Officer III	POEAB-ADOF3-16-2004	14	P27,755.00	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional		Repatriation Unit (Central Office)
11	Administrative Officer III	POEAB-ADOF3-22-2004	14	P27,755.00	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional		Docket and Enforcement Division (Central Office)
12	Labor & Employment Officer II	POEAB-LEO2-34-1998	13	P25,232.00	Bachelor's Degree relevant to the job	None required	None required	CS Professional		Regional Center for Mindanao - Davao City

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13	Computer Operator III	POEAB-COMPO3-1-1998	12	P22,938.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	Two (2) years of relevant experience	Eight (8) hours of relevant training	CS Sub-Professional		Databank and Network Management Division (Central Office)
14	Administrative Assistant II	POEAB-ADAS2-16-2004	8	P16,758.00	Completion of at least two (2) years studies in College	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional		Accounting Division (Central Office)
15	Administrative Aide VI (Mechanic II)	POEAB-ADA6-11-2004	6	P14,847.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Mechanic (MC 10, s. 2013 - Cat. I)	Preferably with hands on experience on auto-repair and maintenance	General Services and Property Division (Central Office)
16	Administrative Aide VI (Clerk III)	POEAB-ADA6-16-2004	6	P14,847.00	Completion of at least two (2) years studies in College	None required	None required	CS Sub-Professional		Legal Research, Docket and Enforcement Branch (Central Office)
17	Administrative Aide VI (Clerk III)	POEAB-ADA6-17-2004	6	P14,847.00	Completion of at least two (2) years studies in College	None required	None required	CS Sub-Professional		Recruitment Regulation Branch (Central Office)
18	Administrative Aide VI (Clerk III)	POEAB-ADA6-29-2004	6	P14,847.00	Completion of at least two (2) years studies in College	None required	None required	CS Sub-Professional		Central Records Division (Central Office)
19	Administrative Aide VI (Clerk III)	POEAB-ADA6-38-2004	6	P14,847.00	Completion of at least two (2) years studies in College	None required	None required	CS Sub-Professional		Anti-Illegal Recruitment Branch (Central Office)
20	Administrative Aide VI (Clerk III)	POEAB-ADA6-39-2004	6	P14,847.00	Completion of at least two (2) years studies in College	None required	None required	CS Sub-Professional		Anti-Illegal Recruitment Branch (Central Office)
21	Administrative Aide VI (Clerk III)	POEAB-ADA6-52-2004	6	P14,847.00	Completion of at least two (2) years studies in College	None required	None required	CS Sub-Professional		Regional Center for Luzon - La Union

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 April 7, 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** (if applicable);

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** (if applicable);
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.