

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: _____ June 13, 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	Overseas Employment Adjudicator	POEAB-OEA-31-1998	25	95083	Bachelor of Laws	32 hours of relevant training	3 years of progressive 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 Bar		Regional Center for Visayas - Cebu
2	Chief Administrative Officer	POEAB-CADOF-20-2004	24	83406	Masters Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years in position/s involving management and supervision	CS Professional	Excellent in written and oral communication skills; Adept in writing and producing presentations and press releases as well as organizing press conferences; and Deep expertise and hands on functional experience on web creation and administration, design and application development frameworks. COMPETENCIES (INTERMEDIATE LEVEL): Building collaborative, inclusive working relationship; Managing performance and coaching results; Leading change; Thinking strategically; Creating and nurturing a high	Information and Education Division

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3	Chief Labor & Employment Officer	POEAB-CLEO-11-1998	24	83406	Masters Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years in position/s involving management and supervision	CS Professional	COMPETENCIES (INTERMEDIATE LEVEL): Building collaborative, inclusive working relationship; Managing performance and coaching results; Leading change; Thinking strategically; Creating and nurturing a high performing organization.	Labor Assistance Center
4	Chief Labor & Employment Officer	POEAB-CLEO-13-1998	24	83406	Masters Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years in position/s involving management and supervision	CS Professional	COMPETENCIES (INTERMEDIATE LEVEL): Building collaborative, inclusive working relationship; Managing performance and coaching results; Leading change; Thinking strategically; Creating and nurturing a high performing organization.	Inspection Division
5	Chief Labor & Employment Officer	POEAB-CLEO-15-1998	24	83406	Masters Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years in position/s involving management and supervision	CS Professional	COMPETENCIES (INTERMEDIATE LEVEL): Building collaborative, inclusive working relationship; Managing performance and coaching results; Leading change; Thinking strategically; Creating and nurturing a high performing organization.	Regional Center for Luzon - La Union
6	Chief Labor & Employment Officer	POEAB-CLEO-6-1998	24	83406	Masters Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years in position/s involving management and supervision	CS Professional	COMPETENCIES (INTERMEDIATE LEVEL): Building collaborative, inclusive working relationship; Managing performance and coaching results; Leading change; Thinking strategically; Creating and nurturing a high performing organization.	Seabased Employment Accreditation Division

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7	Chief Labor & Employment Officer	POEAB-CLEO-7-1998	24	83406	Masters Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years in position/s involving management and supervision	CS Professional	COMPETENCIES (INTERMEDIATE LEVEL): Building collaborative, inclusive working relationship; Managing performance and coaching results; Leading change; Thinking strategically; Creating and nurturing a high performing organization.	Labor Market Development Branch
8	Supervising Labor & Employment Officer	POEAB-SVLEO-4-1998	22	65319	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Professional		Regional Center for Visayas - Cebu
9	Attorney III	POEAB-ATY3-1-1998	21	57805	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 Bar		Regional Center for Visayas - Cebu
10	Senior Labor & Employment Officer	POEAB-SRLEO-3-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		Labor Assistance Center
11	Senior Labor & Employment Officer	POEAB-SRLEO-7-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		Government Placement Branch
12	Senior Labor & Employment Officer	POEAB-SRLEO-8-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		Licensing and Evaluation Division
13	Senior Labor & Employment Officer	POEAB-SRLEO-10-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		Licensing and Evaluation Division
14	Senior Labor & Employment Officer	POEAB-SRLEO-11-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		Licensing and Evaluation Division
15	Senior Labor & Employment Officer	POEAB-SRLEO-14-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		Inspection Division
16	Senior Labor & Employment Officer	POEAB-SRLEO-15-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		Inspection Division
17	Senior Labor & Employment Officer	POEAB-SRLEO-43-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		Conciliation Unit
18	Senior Labor & Employment Officer	POEAB-SRLEO-44-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		Balik-Manggagawa Processing Division
19	Senior Labor & Employment Officer	POEAB-SRLEO-49-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		Data Privacy Unit
20	Attorney II	POEAB-ATY2-1-1998	18	40637	Bachelor of Laws	None required	None required	RA 1080 Bar		Legal Research Division
21	Attorney II	POEAB-ATY2-9-1998	18	40637	Bachelor of Laws	None required	None required	RA 1080 Bar		Regional Center for Visayas - Cebu
22	Attorney II	POEAB-ATY2-10-1998	18	40637	Bachelor of Laws	None required	None required	RA 1080 Bar		Regional Extension Unit - Cagayan de Oro
23	Attorney II	POEAB-ATY2-11-1998	18	40637	Bachelor of Laws	None required	None required	RA 1080 Bar		Legal Research Division
24	Credit Officer IV	POEAB-CROF4-1-1998	18	40637	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional		Balik-Manggagawa Processing Division
25	Planning Officer III	POEAB-PLO3-2-1998	18	40637	Bachelor's Degree relevant to the job	8 hours of relevant experience	2 years of relevant experience	CS Professional		Policies and Programs Division
26	Planning Officer III	POEAB-PLO3-3-1998	18	40637	Bachelor's Degree relevant to the job	8 hours of relevant experience	2 years of relevant experience	CS Professional		Policies and Programs Division

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27	Administrative Officer IV	POEAB-ADOF4-15-2004	16	33584	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 CPA		Accounting Division
28	Labor & Employment Officer III	POEAB-LEO3-2-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Labor Assistance Center
29	Labor & Employment Officer III	POEAB-LEO3-3-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Regional Center for Visayas - Cebu
30	Labor & Employment Officer III	POEAB-LEO3-8-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Regional and Overseas Coordinating Office
31	Labor & Employment Officer III	POEAB-LEO3-9-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Special Program
32	Labor & Employment Officer III	POEAB-LEO3-39-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Regional Center for Visayas - Cebu
33	Labor & Employment Officer III	POEAB-LEO3-41-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Name Hire Assistance Division
34	Labor & Employment Officer III	POEAB-LEO3-43-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Middle East and African Affairs Division
35	Labor & Employment Officer III	POEAB-LEO3-50-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		American, European & Asian Affairs Division
36	Computer Programmer II	POEAB-COMPRO2-2-1998	15	30531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		Databank and Network Division
37	Project Evaluation Officer II	POEAB-PEO2-1-1998	15	30531	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		Policies and Programs Division
38	Board Secretary I	POEAB-BS1-6-1998	14	27755	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Recruitment Regulation Branch
39	Labor & Employment Officer II	POEAB-LEO2-1-1998	13	25232	Bachelor's Degree	None required	None required	CS Professional		Regional Satellite Office - Butuan City
40	Labor & Employment Officer II	POEAB-LEO2-27-1998	13	25232	Bachelor's Degree relevant to the job	None required	None required	CS Professional		Regional Extension Unit - Cagayan de Oro
41	Labor & Employment Officer II	POEAB-LEO2-30-1998	13	25232	Bachelor's Degree relevant to the job	None required	None required	CS Professional		Landbased Center
42	Labor & Employment Officer II	POEAB-LEO2-6-1998	13	25232	Bachelor's Degree relevant to the job	None required	None required	CS Professional		Labor Assistance Center
43	Statistician I	POEAB-STAT1-1-1998	11	20754	Bachelor's Degree in Statistics	None required	None required	CS Professional	Knowledge in manual statistical computation an advantage	Policies and Programs Division
44	Administrative Aide VI (Mechanic II)	POEAB-ADA6-11-2004	6	14847	Completion of two years studies in college	None required	None required	Mechanic (MC 10, s.2013 - Cat. I)		General Services and Property Division
45	Administrative Aide VI (Clerk III)	POEAB-ADA6-13-2004	6	14847	Completion of two years studies in college	None required	None required	CS Sub-Professional		Landbased Center
46	Administrative Aide VI (Clerk III)	POEAB-ADA6-36-2004	6	14847	Completion of two years studies in college	None required	None required	CS Sub-Professional		Landbased Center

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 June 23, 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.