

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 24, 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-23-1998 | 25 | 96985 | BACHELOR OF LAWS | 32 HOURS OF RELEVANT TRAINING | 3 YEARS OF PROGRESSIVE 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 FISCAL IN CRIMINAL CASES | RA 1080 BAR | | REGIONAL EXTENSION UNIT VI - ILOILO CITY |
| 2 | CHIEF ACCOUNTANT | POEAB-CACT-1-1998 | 24 | 85074 | MASTERS DEGREE OR CERTIFICATE IN LEADERSHIP AND MANAGEMENT FROM THE CSC | 40 HOURS OF TRAINING IN MANAGEMENT AND SUPERVISION | 4 YEARS IN AN ACCOUNTANT POSITION INVOLVING MANAGEMENT AND SUPERVISION | RA 1080 CPA | | ACCOUNTING DIVISION |
| 3 | ATTORNEY IV | POEAB-ATY4-4-1998 | 23 | 75359 | BACHELOR OF LAWS | 8 HOURS OF RELEVANT TRAINING | 2 YEARS EXPERIENCE AS AN ATTORNEY | RA 1080 BAR | | DOCKET & ENFORCEMENT DIVISION |
| 4 | ATTORNEY IV | POEAB-ATY4-6-1998 | 23 | 75359 | BACHELOR OF LAWS | 8 HOURS OF RELEVANT TRAINING | 2 YEARS EXPERIENCE AS AN ATTORNEY | RA 1080 BAR | | LEGAL ASSISTANCE DIVISION |
| 5 | SUPERVISING ADMINISTRATIVE OFFICER (BUDGET OFFICER IV) | POEAB-SADOF-8-2004 | 22 | 66867 | BACHELOR'S DEGREE RELEVANT TO THE JOB | 16 HOURS OF RELEVANT TRAINING | 3 YEARS OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | BUDGET DIVISION |
| 6 | SUPERVISING ADMINISTRATIVE OFFICER (ACCOUNTANT IV) | POEAB-SADOF-9-2004 | 22 | 66867 | BACHELOR'S DEGREE IN COMMERCE / BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING | 16 HOURS OF RELEVANT TRAINING | 3 YEARS OF EXPERIENCE AS AN ACCOUNTANT | RA 1080 CPA | | ACCOUNTING DIVISION |
| 7 | ATTORNEY III | POEAB-ATY3-5-1998 | 21 | 59353 | BACHELOR OF LAWS | 4 HOURS OF RELEVANT TRAINING | 1 YEAR EXPERIENCE AS AN ATTORNEY | RA 1080 BAR | | LEGAL ASSISTANCE DIVISION |
| 8 | ATTORNEY III | POEAB-ATY3-8-1998 | 21 | 59353 | BACHELOR OF LAWS | 4 HOURS OF RELEVANT TRAINING | 1 YEAR EXPERIENCE AS AN ATTORNEY | RA 1080 BAR | | OPERATIONS AND SURVEILLANCE DIVISION |
| 9 | SENIOR LABOR AND EMPLOYMENT OFFICER | POEAB-SRLEO-8-1998 | 19 | 46791 | BACHELOR'S DEGREE | 8 HOURS OF RELEVANT TRAINING | 2 YEARS OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | LICENSING AND EVALUATION DIVISION |
| 10 | SENIOR LABOR AND EMPLOYMENT OFFICER | POEAB-SRLEO-15-1998 | 19 | 46791 | BACHELOR'S DEGREE | 8 HOURS OF RELEVANT TRAINING | 2 YEARS OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | SEABASED EMPLOYMENT CONTRACTS PROCESSING DIVISION |

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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 11 | SENIOR LABOR AND EMPLOYMENT OFFICER | POEAB-SRLEO-25-1998 | 19 | 46791 | BACHELOR'S DEGREE | 8 HOURS OF RELEVANT TRAINING | 2 YEARS OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | MANPOWER REGISTRY DIVISION |
| 12 | SENIOR LABOR AND EMPLOYMENT OFFICER | POEAB-SRLEO-30-1998 | 19 | 46791 | BACHELOR'S DEGREE | 8 HOURS OF RELEVANT TRAINING | 2 YEARS OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | MANPOWER DEVELOPMENT DIVISION |
| 13 | SENIOR LABOR AND EMPLOYMENT OFFICER | POEAB-SRLEO-32-1998 | 19 | 46791 | BACHELOR'S DEGREE | 8 HOURS OF RELEVANT TRAINING | 2 YEARS OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | ASSISTANCE AND WELFARE DIVISION |
| 14 | SENIOR LABOR AND EMPLOYMENT OFFICER | POEAB-SRLEO-43-1998 | 19 | 46791 | BACHELOR'S DEGREE | 8 HOURS OF RELEVANT TRAINING | 2 YEARS OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | CONCILIATION UNIT |
| 15 | ATTORNEY II | POEAB-ATY2-1-1998 | 18 | 42159 | BACHELOR OF LAWS | NONE REQUIRED | NONE REQUIRED | RA 1080 BAR | | LEGAL RESEARCH DIVISION |
| 16 | ATTORNEY II | POEAB-ATY2-3-1998 | 18 | 42159 | BACHELOR OF LAWS | NONE REQUIRED | NONE REQUIRED | RA 1080 BAR | | LEGAL ASSISTANCE DIVISION |
| 17 | ATTORNEY II | POEAB-ATY2-4-1998 | 18 | 42159 | BACHELOR OF LAWS | NONE REQUIRED | NONE REQUIRED | RA 1080 BAR | | LEGAL ASSISTANCE DIVISION |
| 18 | ATTORNEY II | POEAB-ATY2-5-1998 | 18 | 42159 | BACHELOR OF LAWS | NONE REQUIRED | NONE REQUIRED | RA 1080 BAR | | OPERATIONS AND SURVEILLANCE DIVISION |
| 19 | ATTORNEY II | POEAB-ATY2-6-1998 | 18 | 42159 | BACHELOR OF LAWS | NONE REQUIRED | NONE REQUIRED | RA 1080 BAR | | OPERATIONS AND SURVEILLANCE DIVISION |
| 20 | ATTORNEY II | POEAB-ATY2-7-1998 | 18 | 42159 | BACHELOR OF LAWS | NONE REQUIRED | NONE REQUIRED | RA 1080 BAR | | OPERATIONS AND SURVEILLANCE DIVISION |
| 21 | ATTORNEY II | POEAB-ATY2-11-1998 | 18 | 42159 | BACHELOR OF LAWS | NONE REQUIRED | NONE REQUIRED | RA 1080 BAR | | LEGAL RESEARCH DIVISION |
| 22 | ATTORNEY II | POEAB-ATY2-12-1998 | 18 | 42159 | BACHELOR OF LAWS | NONE REQUIRED | NONE REQUIRED | RA 1080 BAR | | PROSECUTION DIVISION |
| 23 | ATTORNEY II | POEAB-ATY2-13-1998 | 18 | 42159 | BACHELOR OF LAWS | NONE REQUIRED | NONE REQUIRED | RA 1080 BAR | | PROSECUTION DIVISION |
| 24 | ATTORNEY II | POEAB-ATY2-14-1998 | 18 | 42159 | BACHELOR OF LAWS | NONE REQUIRED | NONE REQUIRED | RA 1080 BAR | | PROSECUTION DIVISION |
| 25 | ATTORNEY II | POEAB-ATY2-15-1998 | 18 | 42159 | BACHELOR OF LAWS | NONE REQUIRED | NONE REQUIRED | RA 1080 BAR | | REGIONAL EXTENSION UNIT CAR - BAGUIO CITY |
| 26 | ADMINISTRATIVE OFFICER IV (ACCOUNTANT II) | POEAB-ADOF4-15-2004 | 16 | 35106 | BACHELOR'S DEGREE IN COMMERCE / BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF EXPERIENCE AS AN ACCOUNTANT | RA 1080 CPA | | ACCOUNTING DIVISION |
| 27 | LABOR AND EMPLOYMENT OFFICER III | POEAB-LEO3-17-1998 | 16 | 35106 | BACHELOR'S DEGREE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | MANPOWER DEVELOPMENT DIVISION |
| 28 | LABOR AND EMPLOYMENT OFFICER III | POEAB-LEO3-29-1998 | 16 | 35106 | BACHELOR'S DEGREE PREFERABLY WITH BACKGROUND IN CIVIL ENGINEERING | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE PREFERABLY WITH KNOWLEDGE IN CIVIL WORKS, BLDG. MANAGEMENT AND DRAFTING OF PROJECT PROPOSALS | CS PROFESSIONAL | | GENERAL SERVICES & PROPERTY DIVISION |

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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 29 | LABOR AND EMPLOYMENT OFFICER III | POEAB-LEO3-39-1998 | 16 | 35106 | BACHELOR'S DEGREE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | CONCILIATION UNIT |
| 30 | LABOR AND EMPLOYMENT OFFICER III | POEAB-LEO3-57-1998 | 16 | 35106 | BACHELOR'S DEGREE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | LICENSING AND EVALUATION DIVISION |
| 31 | LABOR AND EMPLOYMENT OFFICER III | POEAB-LEO3-58-1998 | 16 | 35106 | BACHELOR'S DEGREE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | SEABASED EMPLOYMENT ACCREDITATION DIVISION |
| 32 | LABOR AND EMPLOYMENT OFFICER III | POEAB-LEO3-64-1998 | 16 | 35106 | BACHELOR'S DEGREE | 4 HOURS OF RELEVANT TRAINING PARTICULARLY IN PROCUREMENT LAW | 1 YEAR OF RELEVANT EXPERIENCE PREFERABLY IN THE AREA OF PROCUREMENT | CS PROFESSIONAL | | BIDS AND AWARDS COMMITTEE |
| 33 | ADMINISTRATIVE OFFICER IV (BUDGET OFFICER II) | POEAB-ADOF4-13-2004 | 15 | 32053 | BACHELOR'S DEGREE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | BUDGET DIVISION |
| 34 | ADMINISTRATIVE OFFICER IV (MANAGEMENT & AUDIT ANALYST II) | POEAB-ADOF4-20-2004 | 15 | 32053 | BACHELOR'S DEGREE (PREFERABLY COMPUTER RELATED COURSES) | 4 HOURS OF RELEVANT TRAINING PARTICULARLY IN COMPUTER PROGRAMMING / OPERATIONS, DATABASE AND NETWORKING APPLICATION | 1 YEAR OF RELEVANT EXPERIENCE IN DATABASE ADMINISTRATION AND NETWORKING SYSTEMS | CS PROFESSIONAL | | REGIONAL CENTER FOR VISAYAS VII - CEBU |
| 35 | COMPUTER PROGRAMMER II | POEAB-COMPRO2-2-1998 | 15 | 32053 | BACHELOR'S DEGREE RELEVANT TO THE JOB | 4 HOURS OF RELEVANT TRAINING PARTICULARLY IN COMPUTER PROGRAMMING / OPERATIONS, DATABASE AND NETWORKING APPLICATION | 1 YEAR OF RELEVANT EXPERIENCE IN DATABASE ADMINISTRATION AND NETWORKING SYSTEMS | CS PROFESSIONAL | | DATABANK AND NETWORK MANAGEMENT DIVISION |
| 36 | CREDIT OFFICER III | POEAB-CROF3-1-2002 | 15 | 32053 | BACHELOR'S DEGREE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | CASH DIVISION |
| 37 | ADMINISTRATIVE OFFICER III (RECORDS OFFICER II) | POEAB-ADOF3-20-2004 | 14 | 29277 | BACHELOR'S DEGREE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | OPERATIONS AND SURVEILLANCE DIVISION |
| 38 | ADMINISTRATIVE OFFICER III (RECORDS OFFICER II) | POEAB-ADOF3-21-2004 | 14 | 29277 | BACHELOR'S DEGREE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | PROSECUTION DIVISION |
| 39 | BOARD SECRETARY I | POEAB-BS1-2-1998 | 14 | 29277 | BACHELOR'S DEGREE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | ADJUDICATION BRANCH |
| 40 | BOARD SECRETARY I | POEAB-BS1-6-1998 | 14 | 29277 | BACHELOR'S DEGREE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE | CS PROFESSIONAL | | RECRUITMENT REGULATION BRANCH |
| 41 | LABOR AND EMPLOYMENT OFFICER II | POEAB-LEO2-2-1998 | 13 | 26754 | BACHELOR'S DEGREE | NONE REQUIRED | NONE REQUIRED | CS PROFESSIONAL | | MANPOWER DEVELOPMENT DIVISION |
| 42 | LABOR AND EMPLOYMENT OFFICER II | POEAB-LEO2-4-1998 | 13 | 26754 | BACHELOR'S DEGREE | NONE REQUIRED | NONE REQUIRED | CS PROFESSIONAL | | REGIONAL SATELLITE OFFICE IV-A - LAGUNA |
| 43 | LABOR AND EMPLOYMENT OFFICER II | POEAB-LEO2-8-1998 | 13 | 26754 | BACHELOR'S DEGREE | NONE REQUIRED | NONE REQUIRED | CS PROFESSIONAL | | REPATRIATION UNIT |
| 44 | LABOR AND EMPLOYMENT OFFICER II | POEAB-LEO2-31-1998 | 13 | 26754 | BACHELOR'S DEGREE | NONE REQUIRED | NONE REQUIRED | CS PROFESSIONAL | | LABOR MARKET DEVELOPMENT BRANCH |
| 45 | LABOR AND EMPLOYMENT OFFICER II | POEAB-LEO2-33-1998 | 13 | 26754 | BACHELOR'S DEGREE | NONE REQUIRED | NONE REQUIRED | CS PROFESSIONAL | | BALIK-MANGGAGAWA PROCESSING DIVISION |
| 46 | COMPUTER OPERATOR III | POEAB-COMPO3-3-1998 | 12 | 24495 | COMPLETION OF 2 YEARS STUDIES IN COLLEGE OR HS GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE | 8 HOURS OF RELEVANT TRAINING | 2 YEARS OF RELEVANT EXPERIENCE | CS SUB-PROFESSIONAL | | DATA BANK DIVISION |

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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 47 | ADMINISTRATIVE OFFICER II (BUDGET OFFICER I) | POEAB-ADOF2-15-2004 | 11 | 22316 | BACHELOR'S DEGREE | NONE REQUIRED | NONE REQUIRED | CS PROFESSIONAL | | BUDGET DIVISION |
| 48 | COMPUTER OPERATOR II | POEAB-COMPO2-1-1998 | 9 | 18784 | COMPLETION OF 2 YEARS STUDIES IN COLLEGE OR HS GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE | CS SUB- PROFESSIONAL | | DATA BANK DIVISION |
| 49 | COMPUTER OPERATOR II | POEAB-COMPO2-3-1998 | 9 | 18784 | COMPLETION OF 2 YEARS STUDIES IN COLLEGE OR HS GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE | CS SUB- PROFESSIONAL | | DATA BANK DIVISION |
| 50 | ADMINISTRATIVE ASSISTANT II (BOOKKEEPER) | POEAB-ADAS2-15-2004 | 8 | 17505 | COMPLETION OF 2 YEARS STUDIES IN COLLEGE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE PREFERABLY IN BOOKKEEPING | CS SUB- PROFESSIONAL | | ACCOUNTING DIVISION |
| 51 | ADMINISTRATIVE ASSISTANT I (STENO. REPORTER I) | POEAB-ADAS1-6-2004 | 7 | 16458 | COMPLETION OF 2 YEARS STUDIES IN COLLEGE | NONE REQUIRED | NONE REQUIRED | CS SUB- PROFESSIONAL | | ADJUDICATION BRANCH |
| 52 | ADMINISTRATIVE ASSISTANT I (STENO. REPORTER I) | POEAB-ADAS1-7-2004 | 7 | 16458 | COMPLETION OF 2 YEARS STUDIES IN COLLEGE | NONE REQUIRED | NONE REQUIRED | CS SUB- PROFESSIONAL | | ADJUDICATION BRANCH |
| 53 | ADMINISTRATIVE ASSISTANT I (STENO. REPORTER I) | POEAB-ADAS1-8-2004 | 7 | 16458 | COMPLETION OF 2 YEARS STUDIES IN COLLEGE | NONE REQUIRED | NONE REQUIRED | CS SUB- PROFESSIONAL | | RECRUITMENT REGULATION BRANCH |
| 54 | ADMINISTRATIVE AIDE VI (CLERK III) | POEAB-ADA6-25-2004 | 6 | 15524 | COMPLETION OF 2 YEARS STUDIES IN COLLEGE | NONE REQUIRED | NONE REQUIRED | CS SUB- PROFESSIONAL | | OPERATIONS AND SURVEILLANCE DIVISION |
| 55 | ADMINISTRATIVE AIDE VI (CLERK III) | POEAB-ADA6-32-2004 | 6 | 15524 | COMPLETION OF 2 YEARS STUDIES IN COLLEGE | NONE REQUIRED | NONE REQUIRED | CS SUB- PROFESSIONAL | | CLIENTS SERVICES DIVISION |
| 56 | ADMINISTRATIVE AIDE VI (CLERK III) | POEAB-ADA6-45-2004 | 6 | 15524 | COMPLETION OF 2 YEARS STUDIES IN COLLEGE | NONE REQUIRED | NONE REQUIRED | CS SUB- PROFESSIONAL | | LABOR MARKET DEVELOPMENT BRANCH |

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 email address below not later than July 4, 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** (July to December 2019);

Additional Requirements for Non-POEA employees:

3. Photocopy of certificate of trainings/seminars attended;
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records & Diploma, Masteral Degree (if applicable); and
6. Photocopy of certificate of employment (for non-government employees) and service record (for government employees).

NOTE: TO PREVENT THE SPREAD OF COVID-19 AND FOR SAFETY AND HEALTH PURPOSES, WE DO NOT ACCEPT WALK-IN APPLICANTS TEMPORARILY. DROP BOX IS PROVIDED AT THE POEA LOBBY.

QUALIFIED APPLICANTS are advised to send through courier/email their application to:

JULIE ANN J. AGUILA

Chief, HRD Division

5F BFO Bldg., Ortigas Ave. Cor. EDSA, Mandaluyong City

hrdd.recruitment@poea.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.