

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: July 1, 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	SUPERVISING LABOR AND EMPLOYMENT OFFICER	POEAB-SVLEO-13-1998	22	66867	BACHELOR'S DEGREE RELEVANT TO THE JOB	16 HOURS OF RELEVANT TRAINING PARTICULARLY IN COMPUTER PROGRAMMING / OPERATIONS, DATABASE AND NETWORKING APPLICATION	3 YEARS OF RELEVANT EXPERIENCE IN DATABASE ADMINISTRATION AND NETWORKING SYSTEMS	CS PROFESSIONAL		INFORMATION & COMMUNICATION TECHNOLOGY BRANCH
2	SUPERVISING LABOR AND EMPLOYMENT OFFICER	POEAB-SVLEO-2-1998	22	66867	BACHELOR'S DEGREE RELEVANT TO THE JOB	16 HOURS OF RELEVANT TRAINING PARTICULARLY IN COMPUTER PROGRAMMING / OPERATIONS, DATABASE AND NETWORKING APPLICATION	3 YEARS OF RELEVANT EXPERIENCE IN DATABASE ADMINISTRATION AND NETWORKING SYSTEMS	CS PROFESSIONAL		INFORMATION & COMMUNICATION TECHNOLOGY BRANCH
3	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-7-1998	19	46791	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL		GOVERNMENT PLACEMENT BRANCH
4	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-20-1998	16	35106	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL		CENTRAL RECORDS DIVISION
5	ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)	POEAB-ADOF3-18-2004	14	29277	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL		CENTRAL RECORDS DIVISION
6	ADMINISTRATIVE OFFICER I	POEAB-ADOF1-3-2004	10	20219	BACHELOR'S DEGREE PREFERABLY BS PSYCHOLOGY, BEHAVIORAL SCIENCE	4 HOURS OF RELEVANT TRAINING PREFERABLY IN RECRUITMENT & SELECTION	1 YEAR OF RELEVANT EXPERIENCE PREFERABLY IN RECRUITMENT & SELECTION	CS PROFESSIONAL		HUMAN RESOURCE DEVELOPMENT DIVISION

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 11, 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.