

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: August 22, 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	Senior Labor and Employment Officer	POEAB-SRLEO-62-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		Seabased Employment Accreditation Division (Central Office)
2	Senior Labor and Employment Officer	POEAB-SRLEO-64-1998	19	45269	Bachelor's Degree	8 hours of relevant experience	2 years of relevant experience	CS Professional		Seabased Employment Contract Processing Division (Central Office)
3	Labor and Employment Officer III	POEAB-LEO3-37-1998	16	33584	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional		Seabased Employment Accreditation Division (Central Office)
4	Labor and Employment Officer II	POEAB-LEO2-44-1998	13	25232	Bachelor's Degree	None required	None required	CS Professional		Regional Center for Luzon - La Union
5	Administrative Assistant V (Cotermnious)	POEAB-ADAS5-4-2004	11	20754	Bachelor's Degree	None required	Preferrably with experience in payroll preparation	None Required		Human Resource Development Division (Central Office)
6	Administrative Officer II (Budget Officer I)	POEAB-ADOF2-15-2004	11	20754	Bachelor's Degree	None required	None required	CS Professional		Budget Division (Central Office)
7	Administrative Aide VI (Clerk III)	POEAB-ADA6-7-2004	6	14847	Completion of two years studies in college	None required	None required	CS Sub- Professional		Accounting Division (Central Office)

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 address below not later than September 2, 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.

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**;
- 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.