

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: **SEPTEMBER 2, 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	ATTORNEY IV	POEAB-ATY4-4-1998	23	75359	BACHELOR OF LAWS	8 HOURS OF RELEVANT TRAINING IN LAW	2 YEARS OF EXPERIENCE AS AN ATTORNEY	RA 1080 BAR		DOCKET AND ENFORCEMENT DIVISION
2	ATTORNEY IV	POEAB-ATY4-6-1998	23	75359	BACHELOR OF LAWS	8 HOURS OF RELEVANT TRAINING IN LAW	2 YEARS OF EXPERIENCE AS AN ATTORNEY	RA 1080 BAR		LEGAL ASSISTANCE DIVISION
3	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 / 2ND LEVEL ELIGIBILITY		BUDGET DIVISION
4	SUPERVISING LABOR AND EMPLOYMENT OFFICER	POEAB-SVLEO-11-1998	22	66867	BACHELOR'S DEGREE	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / 2ND LEVEL ELIGIBILITY		LICENSING BRANCH
5	SUPERVISING LABOR AND EMPLOYMENT OFFICER	POEAB-SVLEO-12-1998	22	66867	BACHELOR'S DEGREE	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / 2ND LEVEL ELIGIBILITY		LABOR ASSISTANCE CENTER
6	ATTORNEY III	POEAB-ATY3-8-1998	21	59353	BACHELOR OF LAWS	4 HOURS OF RELEVANT TRAINING IN LAW	1 YEAR OF EXPERIENCE AS AN ATTORNEY	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
7	ATTORNEY III	POEAB-ATY3-9-1998	21	59353	BACHELOR OF LAWS	4 HOURS OF RELEVANT TRAINING IN LAW	1 YEAR OF EXPERIENCE AS AN ATTORNEY	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
8	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-27-1998	19	46791	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / 2ND LEVEL ELIGIBILITY		MANPOWER REGISTRY DIVISION
9	SENIOR LABOR AND EMPLOYMENT OFFICER	POEAB-SRLEO-28-1998	19	46791	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / 2ND LEVEL ELIGIBILITY		SEABASED EMPLOYMENT ACCREDITATION DIVISION
10	ATTORNEY II	POEAB-ATY2-1-1998	18	42159	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		LEGAL RESEARCH DIVISION
11	ATTORNEY II	POEAB-ATY2-5-1998	18	42159	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
12	ATTORNEY II	POEAB-ATY2-6-1998	18	42159	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
13	ATTORNEY II	POEAB-ATY2-7-1998	18	42159	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		OPERATIONS AND SURVEILLANCE DIVISION
14	ATTORNEY II	POEAB-ATY2-11-1998	18	42159	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		LEGAL RESEARCH DIVISION
15	ATTORNEY II	POEAB-ATY2-12-1998	18	42159	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		PROSECUTION DIVISION
16	ATTORNEY II	POEAB-ATY2-13-1998	18	42159	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		PROSECUTION DIVISION

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)	
17	ATTORNEY II	POEAB-ATY2-14-1998	18	42159	BACHELOR OF LAWS	NONE REQUIRED	NONE REQUIRED	RA 1080 BAR		PROSECUTION DIVISION
18	PLANNING OFFICER III	POEAB-PLO3-2-1998	18	42159	BACHELOR'S DEGREE RELEVANT TO THE JOB	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / 2ND LEVEL		POLICIES AND PROGRAMS DIVISION
19	PLANNING OFFICER III	POEAB-PLO3-3-1998	18	42159	BACHELOR'S DEGREE RELEVANT TO THE JOB	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS PROFESSIONAL / 2ND LEVEL		POLICIES AND PROGRAMS DIVISION
20	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-5-1998	16	35106	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL / 2ND LEVEL		LANDBASED CENTER
21	LABOR AND EMPLOYMENT OFFICER III	POEAB-LEO3-64-1998	16	35106	BACHELOR'S DEGREE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL / 2ND LEVEL		BIDS AND AWARDS COMMITTEE
22	PROJECT EVALUATION OFFICER II	POEAB-PEO2-1-1998	15	32053	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS PROFESSIONAL / 2ND LEVEL		POLICIES AND PROGRAMS DIVISION
23	LABOR AND EMPLOYMENT OFFICER II	POEAB-LEO2-39-1998	13	26754	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL / 2ND LEVEL		LABOR ASSISTANCE CENTER
24	STATISTICIAN I	POEAB-STAT1-1-1998	11	22316	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CS PROFESSIONAL / 2ND LEVEL		POLICIES AND PROGRAMS 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 September 12, 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** (January to June 2020);

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.

QUALIFIED APPLICANTS are advised to send through 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.