

Republic of the Philippines
(Name of Agency)
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 Professional Regulation Commission (PRC) Region X (Cagayan De Oro) in the CSC website:

GAY M. SOLIVA

HRMO

Date: October 30, 2018

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	Administrative Officer V (Budget Officer III)	PRC-DOLEB-ADOF5-40-2008	18	38,085.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division
2	Administrative Officer III (Cashier II)	PRC-DOLEB-ADOF3-60-2017	14	26,494.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division

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 November 28, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

GAY M. SOLIVA
Professional Regulation Commission
Human Resource Development Division
P. Paredes St., Sampaloc, Manila

prc.rpsshr@gmail.com

OR

MARIA MELAGROS A. GOLIS
Professional Regulation Commission
Cagayan de Oro Regional Office
Sjypark, Limketkai Center, Cagayan de Oro City

prc.cdo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.