

Republic of the Philippines
Professional Regulations Commission
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Professional Regulation Commission - Region VII in the CSC website:

TEOFILO S. PILANDO, JR.
Chairman

Date: August 30, 2018

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | Place of Assignment |
|-----|------------------------------|-------------------------|---------------------------|----------------|--|---|--|--|-------------------------------------|
| | | | | | Education | Training | Experience | Eligibility | |
| 1 | Chief Administrative Officer | PRC-DOLEB-CADOF-55-2017 | 24 | 73,299.00 | Master's Degree or Certificate in Leadership and Management from the CSC | Forty (40) hours of supervisory/ management learning and development intervention undertaken within the last five (5) years | Four (4) years of supervisory/ management experience | Career Service (Professional) Second Level Eligibility | Finance and Administrative Division |
| 2 | Accountant III | PRC-DOLEB-A3-54-2017 | 19 | 42,099.00 | Bachelor's Degree in Commerce/ Business Administration major in Accounting | Eight (8) hours of relevant training | Two (2) years of relevant experience | RA 1080 | 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 September 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 present position for one (1) year (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:

Professional Regulation Commission
Human Resource Development Division
P. Paredes St., Sampaloc, Manila, 1008
prc.hrmd@gmail.com

OR

Professional Regulation Commission
Cebu Regional Office
HVG Arcade, Subangdaku,
Mandaue City, Cebu
prc.cebucity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.