

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION
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 REGULATIONS COMMISSION in the CSC website.

JINKY L. DELA CRUZ-PARIL
HRMO

Date: September 8, 2023

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Officer III (Cashier II)	PRC-DOLEB-ADOF3-80-2017	14	Php33,843.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region I (Finance and Administrative Division)	1. Supervises the collection and handles the deposit of fees and charges; 2. Supervises the balancing of the receipts issued with the collections; 3. Prepares reports of collections (Daily Report of Collection, Abstract of Collection, Summary of the entire collection and transaction of mobile services, Summary of Collection and Deposits for the Bureau of Treasury); 4. Prepares request for certification of deposited collection from the Bureau of Treasury; 5. Prepares the summary of daily collections and Statement of Account Current; 6. Prepares collections and deposit slips; 7. Handles the custody of accountable forms and bond of accountable officers; 8. Prepares cash vouchers with supporting documents/papers; 9. Disburses funds for all activities in the Regional Office operations; 10. Prepares report of disbursement/list of cash items for liquidation/replenishment of MOOE; and 11. Performs other related functions.

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 29, 2023.

1. Fully accomplished and Notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached Work Experience Sheet which can be downloaded at www.csc.gov.ph (The date of PDS must be within the publication period);
2. Performance Rating (**for private employees**) or DPCR/IPCR in the last rating period (**for government employees**);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records;
5. Certificates of Relevant Trainings and Seminars attended;
6. Designation order in case the applicant has been designated in an acting capacity or Officer-in-Charge in a Department/Office/Division (**Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Information Technology Officer III positions**) (**for government employees**);
7. Proof of related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);

The following documents will be submitted only by the Top Five (5) Ranked Candidates

8. NBI clearance or proof of application; (**for private employees**)
9. NBI, CSC, Ombudsman, Sandiganbayan Clearances or proof of application (**for government employees**);
10. Medical Declaration Form (**can be downloaded at PRC website**); and
11. Personality Test

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

ATTY. ARL RUTH B. SACAY-SABELO
Director III, PRC Regional Office I - Rosales
HRMP SB Chairperson
National Government Center Carmay East Rosales Pangasinan
THRU: JILL ROSE S. PEREZ
Administrative Officer V (HRMO III)
prcro1.hr@gmail.com

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.