

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:

ARJAY R. ROSALES

HRMO

Date: March 22, 2022

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	Chief Administrative Officer	PRC-DOLEB-CADOF-56-2017	24	Php88,410.00	Master's Degree or Certificate of Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	N/A	Region VI (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in planning and supervising the financial and administrative operations of the regional office;</li> <li>2. Directs and supervises the preparation of financial and administrative reports, documents, and correspondence;</li> <li>3. Prepares and submits regular reports, including special reports and documents, to the Commission, DBM, Commission on Audit, Civil Service Commission, and other oversight government agencies;</li> <li>4. Monitors and evaluates the implementation of financial management and administrative policies and programs, and recommend policies and programs to improve regional operations;</li> <li>5. Supervises the formulation of annual work and financial plan, physical target, accomplishment report, and planning tool of the Regional Office;</li> <li>6. Encourages or causes the participation of staff in the conduct of disaster management activities in the Region or in nationwide campaign;</li> <li>7. Reviews and approves the posting of regional website contents; and</li> <li>8. Performs other related functions.</li> </ol>

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 April 21, 2022.

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](http://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;
5. Certificates of Relevant Trainings and Seminars attended;
6. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
7. A certification issued by the HR/Administrative Officer that the applicant has been performing supervisory/ managerial functions and managing a number of staff for a number of years;
8. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
9. NBI clearance;
10. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
11. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
12. Medical Declaration Form (can be downloaded at PRC website)

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

APRIL ROSE P. QUINTILA  
Administrative Officer V (HRMO III)

2nd Floor, Gaisano Iloilo City Center, Benigno Aquino Avenue, San Rafael, Mandurriao, Iloilo City

[prc6.hrofficial@gmail.com](mailto:prc6.hrofficial@gmail.com) OR  
[prcregionalapplications@gmail.com](mailto:prcregionalapplications@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.