

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:

GLORIA L. ASINAS  
HRMO

Date: May 17, 2019

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	Supervising Administrative Officer	PRC-DOLEB-SADOF-50-2017	22	Php65,319.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region XI (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>Plans and coordinates the formulation of strategic and annual plans of the Regional Office, and regularly monitors and evaluates the progress of implementation, including GAD and other special projects;</li> <li>Assists in the preparation of regional action plan, office performance and commitment review, and work and financial plan;</li> <li>Monitors and reviews the performance of regional operating units in terms of targets set and accomplishment, and provides effective feedback mechanisms that will identify the issues and problems affecting regional operations;</li> <li>Collaborates, networks, and coordinates with LIAs, LGUs, and other concerned stakeholders in government to gain support and high impact in the delivery of services and other related activities;</li> <li>Consolidates the monthly, quarterly, and semi-annual physical and financial accomplishments vis-a-vis the physical and financial targets for submission to the Planning, Management and Financial Service Director;</li> <li>Provides planning assistance to other line divisions/units for synchronization towards the overall direction and thrusts of the Regional Office;</li> <li>Handles public information and assistance and communications;</li> <li>Prepares Certifications of Performance of Schools in various licensure examinations; and</li> <li>Performs other related functions.</li> </ol>
2	Accountant III	PRC-DOLEB-A3-50-2017	19	Php45,269.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Region XI (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>Prepares financial statements and reports, consolidates monthly report of income, expenditures and allotments of the office, and maintains books of accounts;</li> <li>Handles the withholding and remittance of taxes and the payment of government-mandated contributions (i.e.: PAG-IBIG; PhilHealth; GSIS, etc);</li> <li>Conducts pre-audit of all financial transactions;</li> <li>Implements internal accounting control and recommend improvements, if necessary;</li> <li>Directs and supervises the accounting activities of the Regional Office;</li> <li>Renders technical advice on financial and budgetary matters;</li> <li>Implements administrative and financial policies for the control of allotments, expenditures, and collections;</li> <li>Reviews vouchers, journal vouchers, treasury warrants, requisitions, purchase orders, financial reports, and trial balance before submitting to the supervisor for approval;</li> <li>Monitors fund releases and cash position of the Regional Office; and</li> <li>Performs other related functions.</li> </ol>
3	Administrative Officer III (Records Officer II)	PRC-DOLEB-ADOF3-57-2017	14	Php27,755.00	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		Region XI (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>Provides records management and archival services, and handles the disposal of valueless records in accordance with approved Records Retention and Disposal Schedule (RRDS) of the Commission and in coordination with the National Archive of the Philippines (NAP);</li> <li>Works for digitization and acts as custodian of all records/documents, ensuring that proper protection and maintenance is observed and implemented;</li> <li>Undertakes the disposal of used examination test questionnaires, test booklets, and other examination materials;</li> <li>Acts on licensure verification and validation of Filipino professionals with foreign employers or with potential employment abroad;</li> <li>Processes applications for DFA and local authentications;</li> <li>Issues certificates (i.e., Passing, Board rating, etc.);</li> <li>Maintains custody of records of applications for examinations, conduct of examination reports, and other official records and documents based on the RRDS;</li> <li>Represents the office in court hearings in response to subpoena duces tecum;</li> <li>Handles the receipt of incoming and the release of outgoing communications and cargoes; and</li> <li>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 15-June-2019.

- 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);
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

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

**ROSARIO R. BRILLANTES**  
HRMO designate  
Davao Regional Office, 2nd Floor Granland Business Center,  
Rafael Castillo St., Agdao, Davao City  
[prc.davao@gmail.com](mailto:prc.davao@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.