

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: March 11, 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)		
2	Administrative Officer III (Cashier II)	PRC-DOLEB-ADOF3-60-2017	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 X (Finance and Administrative Division)	<ol style="list-style-type: none"> 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 04-09-19.

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:

MARIA MELAGROS A. GOLIS

HRMO Designate

Skypark, Limketkai Center,
Cagayan de Oro City, Misamis Oriental

prc.cdo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.