

Date: August 05, 2019

No.	Position Title (Parentetical 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 I	PRC-DOLEB-ADOF1-46-2008	10	Php19,233.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Region VII (Finance and Administrative Division)	<ol style="list-style-type: none"> 1. Handles the collection of fees and charges; 2. Balances the receipts issued with the collections; 3. Assists in the preparation of request of certification of deposited collection from the Bureau of Treasury; 4. Assists in the preparation of deposits of collection; 5. Assists in the preparation of summary of daily collections and Statement of Account Current, and reports of collections; and 6. 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 03-September-2019.

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:

MARILOU C. BAYKING
 Administrative Officer V (HRMO III)
 HVG Arcade, Subangdaku, Mandaue City, Cebu
prc.cebucity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.