

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION

Date: May 31, 2021

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-57-2017	24	Php86,742.00	Master's Degree or Certificate in 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		Region V (Finance and Administrative Division)	1.Assists the Regional Director in planning and supervising the financial and administrative operations of the regional office; 2.Directs and supervises the preparation of financial and administrative reports, documents, and correspondence; 3.Prepare and submits regular reports, including special reports and documents, to the Commission, DBM, Commission on Audit, Civil Service Commission, and other oversight government agencies; 4.Monitors and evaluates the implementation of financial management and administrative policies and programs, and recommend policies and programs to improve regional operations; 5.Supervises the formulation of annual work and financial plan, physical target, accomplishment report, and planning tool of the Regional Office; 6.Encourages or causes the participation of staff in the conduct of disaster management activities in the Region or in nationwide campaign; 7.Reviews and approves the posting of regional website contents; and 8.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 June 30, 2021.

1. Letter of Intent indicating the position, item number and place of assignment of the position that you are applying for;
2. Fully accomplished **NOTARIZED** Personal Data Sheet (PDS) with recent passport-sized picture and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. NBI clearance;
7. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
8. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current private employer; and
9. Medical Declaration Form for vacant positions (see below **"Click HERE for the Additional Requirements and Medical Certificate"**)

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

MARY CRIS D. GOYENA
Administrative Officer V (HRMO III)
Regional Office No. V, Regional Government Center Site,
Rawis, Legaspi City
prclegazpi.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.