

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: February 17, 2020

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No.       | Salary/<br>Job/ Pay<br>Grade | Monthly Salary | Qualification Standards  |   |  |  |                               | Place of Assignment                       | Duties and Responsibilities   |
|-----|--|--------------------------|------------------------------|----------------|--|---|--|--|-------------------------------|---|---|
|     |  |                          |                              |                | Education  | Training  | Experience   | Eligibility  | Competency<br>(if applicable) |   |   |
| 1   | Chief Professional Regulations Officer                 | PRC-DOLEB-CPREGO-32-2008 | 24                           | Php85,074.00   | 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 |                               | NCR (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 18 March 2020.

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.

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

**ARMIDA M. RAMIREZ**

HRMO Designate

P. Paredes St. cor N Reyes St., Sampaloc, Manila

[prcnchr@yahoo.com](mailto:prcnchr@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.