

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 (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 applicable) (if		
1	Administrative Officer V (Budget Officer III)	PRC-DOLEB-ADOF5-42-2008	18	Php40,637.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region II (Finance and Administrative Division)	<ol style="list-style-type: none"> 1. Prepares the annual budget estimates for the region and monitors the implementation of the approved budget; 2. Prepares the regional budget estimates for cash advances, conduct of various licensure examinations, and other office activities for the issuance of cash advances to the Disbursing Officer; 3. Attends budget hearings on regional budget proposal, as needed; 4. Advises the head of office and the Chief of the Divisions on financial and budgetary concerns; 5. Prepares Obligation Request and Status and Disbursement Vouchers; 6. Analyzes agency expenditures and recommends corresponding cost economy measures if necessary; 7. Formulates the annual budget proposal, regional action plan, work and financial plans, and project procurement management plan; 8. Reconciles and prepares reports on the status of appropriation of fund and keeps systematic records of funds release; 9. Maintains records of funds and prepares periodic reports; 10. Performs quality management system functions; 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 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;
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:

JOY CHRISTY O. PULANGCO
Administrative Officer V (HRMO III)
Regional Government Center, Carig Sur,
Tuguegarao City, Cagayan
prc.tuguegaro@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.