

Republic of the Philippines  
**PROFESSIONAL REGULATIONS COMMISSION**

Date: July 8, 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	Administrative Officer V (Budget Officer III)	PRC-DOLEB-ADOF5-45-2008	18	Php43,681.00	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 IX (Finance and Administrative Division)	1.Prepare the annual budget estimates for the region and monitors the implementation of the approved budget; 2.Prepare 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.Attend budget hearings on regional budget proposal, as needed; 4.Advise the head of office and the Chief of the Divisions on financial and budgetary concerns; 5.Prepare Obligation Request and Status and Disbursement Vouchers; 6.Analyze agency expenditures and recommend corresponding cost economy measures if necessary; 7.Formulate the annual budget proposal, regional action plan, work and financial plans, and project procurement management plan; 8.Reconcile and prepare reports on the status of appropriation of fund and keep systematic records of funds release; 9.Maintain records of funds and prepare periodic reports; 10.Perform quality management system functions; and 11.Perform 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 August 7, 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](http://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:

LOVELLA D. GEÑOSO  
 Administrative Officer V (HRMO III)  
 149 F.S. Pajares Street, Pagadian City  
[prc9armm@gmail.com](mailto:prc9armm@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.