

Republic of the Philippines  
**PROFESSIONAL REGULATIONS COMMISSION**  
Request for Publication of Vacant Positions

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 (HRMO III)	PRC-DOLEB-ADOF5-63-2017	18	Php42,159.00	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 X (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Provides services related to personnel administration (e.g., recruitment and deployment, payroll management, personnel records maintenance and updating, leave administration, employee welfare, grievance system, administrative discipline), training, and other HRD services including performance management systems;</li> <li>2. Acts as Secretariat to the Regional Selection and Promotion Board and other regional HRD-related committees;</li> <li>3. Assists in the planning and implementation of GAD related training program and projects in the Region;</li> <li>4. Prepares Travel Orders, Special Orders, Memoranda and other HR-related issuances;</li> <li>5. Liaises with government entities on personnel-related matters;</li> <li>6. Coordinates, implements, and evaluates human resource management/development programs; and</li> <li>7. 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 20 June 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:

**MARIA MELAGROS A. GOLIS**

Chief Administrative Officer

Skypark, Limketkai Center, Cagayan de Oro City

[prc.cdo@gmail.com](mailto:prc.cdo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.