

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Administrative Officer	PRC-DOLEB-CADOF-51-2017	24	73,299.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/ management learning and development intervention undertaken within the last five (5) years	Four (4) years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division
2	Supervising Administrative Officer	PRC-DOLEB-SADOF-50-2017	22	58,717.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division
3	Administrative Officer V (Budget Officer III)	PRC-DOLEB-ADOF5-41-2008	18	38,085.00	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		Finance and Administrative Division
4	Accountant III	PRC-DOLEB-A3-50-2017	19	42,099.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Finance and Administrative Division
5	Administrative Officer V (HRMO III)	PRC-DOLEB-ADOF5-61-2017	18	38,085.00	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		Finance and Administrative Division
6	Information Technology Officer I	PRC-DOLEB-1TO1-49-2017	19	42,099.00	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		Finance and Administrative Division
7	Administrative Officer III (Records Officer II)	PRC-DOLEB-ADOF3-57-2017	14	26,494.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division
8	Administrative Officer III (Cashier II)	PRC-DOLEB-ADOF3-58-2017	14	26,494.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division
9	Administrative Aide IV	PRC-DOLEB-ADA4-41-2008	4	12,674.00	Completion of two-year studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility		Finance and Administrative Division
10	Professional Regulations Officer II	PRC-DOLEB-PREGO2-64-2017	13	24,224.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division - Registration Section

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 July 19, 2018. _____

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 present position for one (1) year (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:

Professional Regulation Commission

Davao Regional Office

2nd Floor Granland Business Center

Rafael Castillo St., Agdao, Davao City

prc.davao@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.