

Republic of the Philippines
Philippine Crop Insurance Corporation
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS
Excel format

JINAIYN
Human Resource Specialist I

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To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Philippine Crop Insurance Corporation in the CSC website:

Maria Regina Pamela Y. Rosales
MARIA REGINA PAMELA Y. ROSALES

HRMO

Date: November 12, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Job Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant III	057	11	57690	Bachelor's Degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 - Certified Public Accountant (CPA)	N/A	Head Office
2	Bookkeeper III	061	7	22688	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service Sub-Professional/First Level Eligibility	N/A	Head Office

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 **November 22, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (attachment to CS Form No. 212) 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:

ALLAN E. RETAMAR

Department Manager, Administrative Department & Acting Vice-President, Support Services Group

7th Floor Bldg. A, NIA Complex, Diliman, Quezon City or Concerned Regional Offices

admin@pcic.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.