


Republic of the Philippines  
**Philippine Crop Insurance Corporation**  
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 Philippine Crop Insurance Corporation in the CSC website:

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**MARIA REGINA PAMELA Y. ROSALES**  
HRMO

Date: January 30, 2025

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	Department Manager III	054	14	146578	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	RA 1080 - Certified Public Accountant (CPA)	N/A	Finance Department, 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 **February 10, 2025**.

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](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:

**ALLAN E. RETAMAR**  
Vice-President, Support Services Group  
7th Floor Bldg. A, NIA Complex, Diliman, Quezon City or Concerned Regional Offices  
[admin@pcic.gov.ph](mailto:admin@pcic.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**