



In compliance with R.A. 7041, an Act requiring publication of vacant positions in the government, below is a list of vacant plantilla positions per GCG Approved Staffing Pattern with the corresponding Qualification Standards:

No. of positions	Position/s	Qualification Standards
1	ATTORNEY II (SG-18) (Monthly Basic Salary – Php31,351) Office of the General Manager /Item No. 9	Minimum Qualifications: Bachelor of Laws; Experience not required; Training not required; RA 1080 (Bar Passer)
1	*CHAUFFEUR I (SG-5) (Monthly Basic Salary – Php12,019) Office of the General Manager /Item No. 11	Minimum Qualifications: Elementary School Graduate; Experience not required; Training not required; Driver License (MC 11, s. 96 - Cat. II)
1	*EXECUTIVE ASSISTANT II (SG-17) (Monthly Basic Salary – Php29,028) Office of the Deputy General Manager/Item No. 13	Minimum Qualifications: Bachelor's degree; 1 yr. of experience; 4 hrs. of training; Career Service (Professional) / 2 nd Level Eligibility
1	INFORMATION TECHNOLOGY OFFICER III (SG-24) (Monthly Basic Salary – Php49,750) Management Services Department/Item No. 18	Minimum Qualifications: Master's degree or Certificate in Leadership and Management from the CSC; 4 yrs. of supervisory/management experience; 40 hrs. of supervisory/management learning and development intervention undertaken within the last 5 years; Career Service (Professional) / 2 nd Level Eligibility
1	RETIREE ASSISTANCE OFFICER III (SG-18) (Monthly Basic Salary – Php31,351) Processing Division/ Item No. 33	Minimum Qualifications: Bachelor's degree relevant to the job; 2 yrs. of relevant experience; 8 hrs. of relevant training; Career Service (Professional) / 2 nd Level Eligibility
1	DIVISION CHIEF III (SG-24) (Monthly Basic Salary – Php49,750) Servicing Division / Item No. 40	Minimum Qualifications: Master's degree or Certificate in Leadership and Management from the CSC; 4 yrs. of supervisory/management experience; 40 hrs. of supervisory/management learning and development intervention undertaken within the last 5 years; Career Service (Professional) / 2 nd Level Eligibility
1	RETIREE ASSISTANCE OFFICER I (SG-11) (Re-posting) (Monthly Basic Salary – Php18,549) Servicing Division / Item No. 46	Minimum Qualifications: Bachelor's degree relevant to the job; Experience not required; Training not required; Career Service (Professional) / 2 nd Level Eligibility
1	RETIREE ASSISTANCE OFFICER II (SG-15) (Monthly Basic Salary – Php24,887) (Baguio Satellite Office / Item No. 48	Minimum Qualifications: Bachelor's degree relevant to the job; 1 yr. of relevant experience; 4 hrs. of relevant training; Career Service (Professional) / 2 nd Level Eligibility
1	RETIREE ASSISTANCE OFFICER II (SG-15) (Monthly Basic Salary – Php24,887) Davao Satellite Office/Item No. 52	Minimum Qualifications: Bachelor's degree relevant to the job; 1 yr. of relevant experience; 4 hrs. of relevant training; Career Service (Professional) / 2 nd Level Eligibility
1	DEPARTMENT MANAGER III (SG-26) (Monthly Basic Salary – Php58,028) Administrative and Finance Services Department/Item No. 55	Minimum Qualifications: Master's degree or Certificate in Leadership and Management from the CSC; 5 yrs. of supervisory/management experience; 120 hrs. of supervisory/management learning and development intervention undertaken within the last 5 years; Career Service (Professional) / 2 nd Level Eligibility
1	HUMAN RESOURCE MANAGEMENT OFFICER II (SG-15) (Monthly Basic Salary – Php24,887) Admin. Support Division / Item No. 60	Minimum Qualifications: Bachelor's degree; 1 yr. of relevant experience; 4 hrs. of relevant training; Career Service (Professional) / 2 nd Level Eligibility
1	CREATIVE ARTS SPECIALIST II (SG-15) (Re-posting) (Monthly Basic Salary – Php24,887) Advertising and Promotions Division /Item No. 86	Minimum Qualifications: Bachelor's degree relevant to the job; 1 yr. of relevant experience; 4 hrs. of relevant training; Career Service (Professional) / 2 nd Level Eligibility
1	MARKET SPECIALIST I (SG-11) (Monthly Basic Salary – Php18,549) Advertising and Promotions Division /Item No. 88	Minimum Qualifications: Bachelor's degree; Experience not required; Training not required; Career Service (Professional) / 2 nd Level Eligibility
1	DIVISION CHIEF III (SG-24) (Monthly Basic Salary – Php49,750) Client Relations and Program Development Division / Item No. 89	Minimum Qualifications: Master's degree or Certificate in Leadership and Management from the CSC; 4 yrs. of supervisory/management experience; 40 hrs. of supervisory/management learning and development intervention undertaken within the last 5 years; Career Service (Professional) / 2 nd Level Eligibility
1 1 1	*SECRETARY II (SG-9) (Monthly Basic Salary – Php16,051) Office of the Deputy General Manager/Item No. 14 Management Services Department / Item No. 17 Administrative & Finance Services Department / Item No. 56	Minimum Qualifications: Completion of two (2) yrs. studies in college; 1 yr. of relevant experience; 4 hrs. of relevant training; Career Service (Sub-Professional) / 1 st Level Eligibility

with * - incumbent of position is coterminous with the Official being served

Application letter with picture (Applicants should indicate/specify the position applied for, and the name of the department/division/office where the vacancy is and the Item No., otherwise, applications Interested applicants may apply by submitting the ff:

- Application letter with picture (Applicants should indicate/specify the position applied for, and the name of the department/division/office where the vacancy is and the Item No., otherwise, applications will not be acted upon.)
- Copy of Training Certificates
- Copy of Certificate of Eligibility
- Copy of Diploma and Transcript of Records

Please submit the required documents on or before March 29, 2017 to the Personnel Selection Board thru:

ATTY. BIENVENIDO K. CHY
CEO/General Manager
Chairperson, PRA Personnel Selection and Promotions Board
Thru: Ms. Marcelina T. Carbonel
Administrative Officer V
29/F Citibank Tower, 8741 Paseo de Roxas, Makati
Or email to: pra_recruitment@yahoo.com