

Republic of the Philippines
PHILIPPINE RACING COMMISSION
Request for Publication of Vacant Positions

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

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CSPD-DBP, Makati City
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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 RACING COMMISSION in the CSC website:

Liza M. Lansangan
LIZA M. LANSANGAN
HRMO

Date: July 18, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	STATISTICIAN II	PRACOMB-STAT2-1-1998	15	35097	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	N/A	Regulation and Licensing Division
2	ADMINISTRATIVE OFFICER II (BUDGET OFFICER I)	PRACOMB-ADOF2-7-2004	11	25439	Bachelor's degree	None required	None required	Career Service Professional/Second Level Eligibility	N/A	Finance and Administrative Division
3	ADMINISTRATIVE OFFICER II (ACCOUNTANT I)	PRACOMB-ADOF2-6-2004	11	25439	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	Career Service Professional/Second Level Eligibility	N/A	Finance and Administrative Division
4	ADMINISTRATIVE ASSISTANT II (HUMAN RESOURCE MANAGEMENT ASSISTANT)	PRACOMB-ADAS2-11-2004	8	18998	Completion of two year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional/First Level Eligibility	N/A	Finance and Administrative Division
5	ADMINISTRATIVE AIDE VI	PRACOMB-ADA6-10-2004	6	16877	Completion of two year studies in college or High School graduate with relevant vocational course	None required	None required	Career Service Sub-Professional/First Level Eligibility	N/A	Stud Book Division
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7										
8										
9										
10										

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 29, 2022.

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 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:

RONALD A. CORPUZ

Acting Executive Director III

4TH FLR. ELECTRA HSE. BLDG., ESTEBAN ST., LEGASPI VILLAGE, MAKATI CITY

hrmu@philracom.gov.ph/racorpuz@philracom.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.