



Republic of the Philippines  
**PHILIPPINE RETIREMENT AUTHORITY**  
 Department of Tourism



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 their corresponding Qualification Standards, to wit:

No. of positions	Position/s	Qualification Standards
1	<b>ATTORNEY IV (SG-23)</b> Office of the General Manager / Item No. 7	Minimum Qualifications: Bachelor of Laws; 2 yrs. of relevant experience; 8 hrs. of relevant training; RA 1080 (Bar Passer)
1	<b>ATTORNEY II (SG-18)</b> Office of the General Manager /Item No. 9	Minimum Qualifications: Bachelor of Laws; Experience not required; Training not required; RA 1080 (Bar Passer)
1	<b>DEPUTY GENERAL MANAGER (SG-27)</b> Office of the Deputy General Manager /Item No. 12	Minimum Qualifications: Master's degree; 5 yrs. of supervisory experience; 120 hrs. of managerial training; appropriate eligibility for 2 <sup>nd</sup> Level positions/appropriate (RA 1080) Bar/Board (for positions involving practice of profession)
1	<b>EXECUTIVE ASSISTANT II (SG-17)</b> 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 <sup>nd</sup> Level Eligibility
1	<b>DRIVER II (SG-4)</b> Office of the Deputy General Manager/Item No. 15	Minimum Qualifications: Elementary School Graduate; Experience not required; Training not required; Driver License (MC 11, s. 96 - Cat. II)
1	<b>DEPARTMENT MANAGER III (SG-26)</b> Management Services Department/Item No. 16	Minimum Qualifications: Master's degree; 5 yrs. of supervisory experience; 120 hrs. of managerial training; appropriate eligibility for 2 <sup>nd</sup> Level positions/appropriate (RA 1080) Bar/Board (for positions involving practice of profession)
1	<b>RETIREE ASSISTANCE OFFICER IV (SG-22)</b> Processing Division / Item No. 31	Minimum Qualifications: Bachelor's degree relevant to the job; 3 yrs. of relevant experience; 16 hrs. of relevant training; Career Service (Professional) / 2 <sup>nd</sup> Level Eligibility
1	<b>DIVISION CHIEF III (SG-24)</b> Servicing Division / Item No. 40	Minimum Qualifications: Master's degree; 4 yrs. in position/s involving management and supervision; 24 hrs. of training in management and supervision; Career Service (Professional) / 2 <sup>nd</sup> Level Eligibility
1	<b>RETIREE ASSISTANCE OFFICER II (SG-15)</b> Servicing Division / Item No. 44	Minimum Qualifications: Bachelor's degree relevant to the job; 1 yr. of relevant experience; 4 hrs. of relevant training; Career Service (Professional) / 2 <sup>nd</sup> Level Eligibility
1	<b>RETIREE ASSISTANCE OFFICER III (SG-18)</b> Baguio Satellite Office / Item No. 47	Minimum Qualifications: Bachelor's degree relevant to the job; 2 yrs. of relevant experience; 8 hrs. of relevant training; Career Service (Professional) / 2 <sup>nd</sup> Level Eligibility
1	<b>RETIREE ASSISTANCE OFFICER II (SG-15)</b> 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 <sup>nd</sup> Level Eligibility
1	<b>RETIREE ASSISTANCE OFFICER II (SG-15)</b> Subic/Clark Satellite Office/Item No. 54	Minimum Qualifications: Bachelor's degree relevant to the job; 1 yr. of relevant experience; 4 hrs. of relevant training; Career Service (Professional) / 2 <sup>nd</sup> Level Eligibility
1	<b>ACCOUNTANT II (SG-16)</b> Financial Management Division /Item No. 72	Minimum Qualifications: Bachelor's degree in Commerce/Business Administration major in Accounting; 1 yr. of relevant experience; 4 hrs. of relevant training; RA 1080 (CPA)
1	<b>FINANCIAL ANALYST I (SG-11)</b> Financial Management Division /Item No. 78	Minimum Qualifications: Bachelor's degree relevant to the job; Experience not required; Training not required; Career Service (Professional) / 2 <sup>nd</sup> Level Eligibility
1	<b>MARKET SPECIALIST II (SG-15)</b> Advertising and Promotions Division /Item No. 85	Minimum Qualifications: Bachelor's degree relevant to the job; 1 yr. of relevant experience; 4 hrs. of relevant training; Career Service (Professional) / 2 <sup>nd</sup> Level Eligibility
1	<b>CREATIVE ARTS SPECIALIST II (SG-15)</b> 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 <sup>nd</sup> Level Eligibility
1	<b>PUBLIC RELATIONS OFFICER II (SG-15)</b> Advertising and Promotions Division /Item No. 87	Minimum Qualifications: Bachelor's degree; 1 yr. of relevant experience; 4 hrs. of relevant training; Career Service (Professional) / 2 <sup>nd</sup> Level Eligibility
1	<b>DIVISION CHIEF III (SG-24)</b> Client Relations and Program Development Division / Item No. 89	Minimum Qualifications: Master's degree; 4 yrs. in position/s involving management and supervision; 24 hrs. of training in management and supervision; Career Service (Professional) / 2 <sup>nd</sup> Level Eligibility
1	<b>DEVELOPMENT MANAGEMENT OFFICER II (SG-15)</b> Client Relations and Program Development Division /Item No. 93	Minimum Qualifications: Bachelor's degree relevant to the job; 1 yr. of relevant experience; 4 hrs. of relevant training; Career Service (Professional) / 2 <sup>nd</sup> Level Eligibility
1	<b>INFORMATION OFFICER II (SG-15)</b> Client Relations and Program Development Division /Item No. 94	Minimum Qualifications: Bachelor's degree; 1 yr. of relevant experience; 4 hrs. of relevant training; Career Service (Professional) / 2 <sup>nd</sup> Level Eligibility
1	<b>DEVELOPMENT MANAGEMENT OFFICER I (SG-11)</b> Client Relations and Program Development Division / Item No. 95	Minimum Qualifications: Bachelor's degree relevant to the job; Experience not required; Training not required; Career Service (Professional) / 2 <sup>nd</sup> Level Eligibility
1	<b>SECRETARY II (SG-9)</b> Office of the Deputy General Manager/Item No. 14	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 <sup>st</sup> Level Eligibility
1	Management Services Department / Item No. 17	
1	Resident Retiree Servicing Department / Item No. 29	
1	Administrative & Finance Services Department / Item No. 56	
1	Marketing Department / Item No. 80	

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
- Result of Psychological Test from any government hospital
- Other documents as may be required by the Selection and Promotions Board

Please submit the required documents on or before September 9, 2015 to the Personnel Selection Board thru:

  
 Philippine Retirement Authority  
**MR. VALENTINO L. CABANSAG**  
 General Manager / CEO  
 Chairman, PRA Personnel Selection and Promotions Board  
 Thru: **Ms. Marcelina T. Carbanel**  
 Administrative Officer V  
 29/F Citibank Tower, 8741 Paseo de Roxas, Makati  
 Or email to: pra\_recruitment@yahoo.com