



DBP OCT-17-2022 02:08PM

27 October 2022

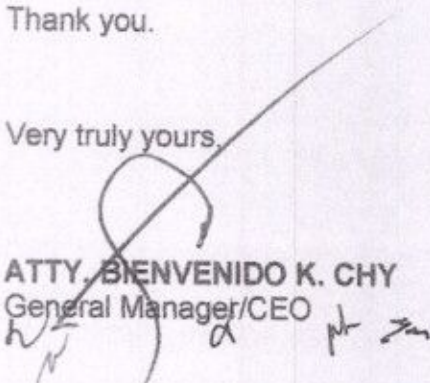
**DIRECTOR CESAR R. GARDUQUE, JR.**  
Director II  
Civil Service Commission - DBP Field Office  
4/F DBP Building  
Makati Ave., cor. Sen. Gil Puyat Ave.,  
Makati City

Dear Director Garduque:

In compliance with Republic Act No. 7041, may we request your assistance in the publication of the attached matrix of vacant positions of the Philippine Retirement Authority to CSC Bulletin of Vacant Positions in the Government.

Thank you.

Very truly yours,

  
**ATTY. BIENVENIDO K. CHY**  
General Manager/CEO

Republic of the Philippines  
**PHILIPPINE RETIREMENT AUTHORITY**  
Request for Publication of Vacant Positions

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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 RETIREMENT AUTHORITY in the CSC website:

ATTY. BIENVENIDO K. CHY  
General Manager/CEO

Date: 27-Oct-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	Development Management Officer III	91	JG 11	46725	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) 2nd Level Eligibility	Technical Competencies 1) Market Information Gathering (ADVANCED) 2) Analyzing Market Opportunities/Challenges (ADVANCED) 3) Marketing Strategy Formulation (ADVANCED) 4) Integrated Marketing Communication (SUPERIOR) 5) Managing Marketers and Networks (SUPERIOR) 6) Leads Generation and Conversion (ADVANCED) 7) Foreign Language Proficiency (ADVANCED) 8) Liaison Services (SUPERIOR) 9) Client Service (SUPERIOR) 10) Cultural Sensitivity (ADVANCED) 11) Client Complaint Management (SUPERIOR) 12) Technical Writing/Editing Skills (ADVANCED) 13) Workshop Facilitation (ADVANCED) 14) Data Consolidation (INTERMEDIATE) 15) Monitoring and Evaluation (INTERMEDIATE)	Head Office Makati



									Technical Competencies 1) Market Information Gathering <b>(SUPERIOR)</b> 2) Analyzing Market Opportunities/Challenges <b>(ADVANCED)</b> 3) Marketing Strategy Formulation <b>(ADVANCED)</b> 4) Integrated Marketing Communication <b>(ADVANCED)</b> 5) Managing Marketers and Networks <b>(ADVANCED)</b> 6) Leads Generation and Conversion <b>(ADVANCED)</b> 7) Foreign Language Proficiency <b>(ADVANCED)</b> 8) Liaison Services <b>(SUPERIOR)</b> 9) Client Service <b>(SUPERIOR)</b> 10) Cultural Sensitivity <b>(ADVANCED)</b> 11) Client Complaint Management <b>(ADVANCED)</b> 12) Technical Writing/Editing Skills <b>(SUPERIOR)</b> 13) Workshop Facilitation <b>(ADVANCED)</b> 14) Data Consolidation <b>(INTERMEDIATE)</b> 15) Monitoring and Evaluation <b>(INTERMEDIATE)</b>	
2	Information Officer III	92	JG 11	46725	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) 2nd Level Eligibility		Head Office Makati

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									<p>Technical Competencies</p> <p>1) Market Information Gathering <b>(INTERMEDIATE)</b></p> <p>2) Analyzing Market Opportunities/Challenges <b>(INTERMEDIATE)</b></p> <p>3) Marketing Strategy Formulation <b>(INTERMEDIATE)</b></p> <p>4) Integrated Marketing Communication <b>(ADVANCED)</b></p>	
3	Market Specialist I	88	JG 8	27000	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) 2nd Level Eligibility	<p>5) Managing Marketers and Networks <b>(INTERMEDIATE)</b></p> <p>6) Measuring Return of Investment of Marketing Programs <b>(BASIC)</b></p> <p>7) Leads Generation and Conversion <b>(ADVANCED)</b></p> <p>8) Foreign Language Proficiency <b>(BASIC)</b></p> <p>9) Liaison Services <b>(INTERMEDIATE)</b></p> <p>10) Client Service <b>(INTERMEDIATE)</b></p> <p>11) Cultural Sensitivity <b>(INTERMEDIATE)</b></p> <p>12) Client Complaint Management <b>(ADVANCED)</b></p> <p>13) Technical Writing/Editing Skills <b>(BASIC)</b></p> <p>14) Workshop Facilitation <b>(INTERMEDIATE)</b></p> <p>15) Data Consolidation <b>(INTERMEDIATE)</b></p> <p>16) Monitoring and Evaluation <b>(ADVANCED)</b></p>	Head Office Malati

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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 10, 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](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:

**ATTY. BIENVENIDO K. CHY**

General Manager/CEO

29/F Citibank Tower 8741 Paseo de Roxas Makati City

[pra\\_recruitment@yahoo.com](mailto:pra_recruitment@yahoo.com)

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