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Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
Request for Publication of Vacant Positions

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Senior Human Resources Specialist

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PROFESSIONAL REGULATION COMMISSION in the CSC website:

HRMO - FO Office of the President
WINKY JOY L. DELA CRUZ-PARIL

Date: December 4, 2024

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	Accountant I	PRC-DOLEB-A1-52-2008	12	30705	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080	N/A	Central Office (Accounting Division)
2	Administrative Assistant II	PRC-DOLEB-ADAS2-51-2017	8	20534	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Legal Service)

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 December 19, 2024.

- Fully accomplished and Notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached Work Experience Sheet which can be downloaded at www.csc.gov.ph **(The date of the duly notarized PDS must be within the publication period: December 04, 2024 to December 19, 2024);**
- Performance Rating (for private employees) or DPCR/IPCR in the last rating period (for government employees);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records;
- Certificates of Relevant Trainings and Seminars attended;
- Designation order in case the applicant has been designated in an acting capacity or Officer-in-Charge in a Department/Office/Division **(Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Information Technology Officer III positions) (for government employees);**
- Proof of related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
- Letter of Intent, indicating the position/s that an applicant is/are applying for. **(Please note than an applicant may apply to a maximum of three (3) positions. The order of preference of these positions should be indicated in the letter of intent).**

The following documents will be submitted only by the Top Five (5) Ranked Candidates:

- NBI clearance or proof of application; **(for private employees)**
- NBI, CSC, Ombudsman, Sandiganbayan Clearances or proof of application **(for government employees);**

11. Medical Declaration Form (can be downloaded at PRC website); and
12. Personality Test

QUALIFIED APPLICANTS are required to upload their application documents to the PRC Application Submission Portal which can be accessed through the google form link below:

ATTY. ANGIEREN D. MEDINA

Director IV, Administrative Service

<https://forms.gle/p1ZWhrfgpX7FoRDk9>

APPLICATION WITH INCOMPLETE DOCUMENTS AND/OR INCONSISTENT / UNNOTARIZED / OUT-OF-DATE PERSONAL DATA SHEET SHALL NOT BE ENTERTAINED.

PLEASE NOTE HOWEVER, THAT COMPLIANT AND QUALIFIED APPLICANTS SHALL BE PROCESSED WITHIN THE NINE-MONTH VALIDITY OF THE PUBLICATION, PER THE REVISED 2017 ORAOHRA.