

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

Date of Publication
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 CSC FO must be in MS-Excel format

GLADIS GAYE B. RIVERA
~~29 JUL 2024~~

To: CIVIL SERVICE COMMISSION (CSC)

CSC - FO Office of the President

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:

JINKY JOY L. DELA CRUZ-PARIL
 HRMO

Date: July 29, 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 II	PRC-DOLEB-A2-34-2016	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Accounting Division)
2	Accountant II	PRC-DOLEB-A2-33-2016	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Accounting Division)
3	Administrative Aide VI (Clerk III)	PRC-DOLEB-ADA6-29-2008	6	17553	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility	N/A	Central Office (Archives and Records Division)
4	Management and Audit Analyst I	PRC-DOLEB-MAA1-30-2016	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Budget and Management Division)
5	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-49-2008	4	15586	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Budget and Management Division)
6	Attorney IV	PRC-DOLEB-ATY4-18-2016	23	80003	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	Central Office (Commission Secretariat - Legal Appeals Unit)

7	Administrative Aide VI (Clerk III)	PRC-DOLEB-ADA6-49-2008	6	17553	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility	N/A	Central Office (Database Management Systems Division)
8	Administrative Assistant II (Carpenter Foreman)	PRC-DOLEB-ADAS2-45-2008	8	19744	High School Graduate or Completion of relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Carpenter (MC 11, s. 96-Cat. I)	N/A	Central Office (General Services Division)
9	Administrative Officer II	PRC-DOLEB-ADOF2-1-2020	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Human Resource Development Division)
10	Professional Regulations Officer III	PRC-DOLEB-PREGO3-29-2016	16	39672	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (International Commitments Negotiation Division)
11	Attorney IV	PRC-DOLEB-ATY4-20-2016	23	80003	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	Central Office (Legal Research and Opinion Division)
12	Computer Maintenance Technologist II	PRC-DOLEB-CTMT2-37-2016	15	36619	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Network Infrastructure and Information Security Division)
13	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-28-2008	4	15586	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Office of the Chairman)

14	Administrative Aide V (Chauffeur I)	PRC-DOLEB-ADA5-37-2016	5	16543	None Required	None Required	None Required	Professional Driver's License (MC No. 10, s. 2013-CAT. IV)	N/A	Central Office (Office of the Chairman)
15	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-55-2008	4	15586	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Professional Registry Division)
16	Administrative Aide VI (Clerk III)	PRC-DOLEB-ADA6-58-2008	6	17553	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility	N/A	Central Office (Rating Division)
17	Legal Assistant I	PRC-DOLEB-LEA1-24-2016	10	23176	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Special Prosecution Division)

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 August 19, 2024.

1. 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**);
2. Performance Rating (**for private employees**) or DPCR/IPCR in the last rating period (**for government employees**);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records;
5. Certificates of Relevant Trainings and Seminars attended;
6. 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**);
7. Proof of related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
8. 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:

9. NBI clearance or proof of application; (**for private employees**)

10. 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 advised to hand in or send through courier/email their application to:

ATTY. ANGIEREEN D. MEDINA

Director IV, Administrative Service

P. Paredes St. cor N Reyes St.,
Sampaloc, Manila

prccentralvacancies2024@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.