

# PROFESSIONAL REGULATION COMMISSION WE'RE HIRING!



## List of Requirements

1. Letter of Intent indicating the position/s (position title and item number) that an applicant is/are applying for [PDF File].

**IMPORTANT NOTE: 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.**

2. Fully Accomplished and Notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025) and attached updated Work Experience Sheet (WES) (CS Form No. 212 Attachment) [PDF File] (**Note: Job Applications with outdated PDS 2017 shall no longer be accepted and shall be grounds for the rejection of applications**)

**IMPORTANT NOTE: The date of the duly notarized PDS and WES must be within the publication period: March 3, 2026 to March 24, 2026. PDS that is dated and notarized, as well as WES, before March 3, 2026 and beyond March 24, 2026 will NOT be accepted.**

4. IPCR/DPCR (for government employees) or Performance Rating (for private employees) in the Last Rating Period [PDF File].

**NOTE: If neither of the documents are/can not be provided by your current/previous employer, you may accomplish the Certificate of Performance Evaluation (PRC Form), to be signed by your current/previous employer/HRMO.**

5. Photocopy of Certificate of Eligibility/Rating/License [PDF File]

6. Photocopy of Transcript of Records [PDF File]

7. Certificate/s of Relevant Training/s and Seminar/s Attended [PDF File]

8. Designation Order in case the applicant has been designated in an acting capacity or Officer-in-Charge in a Department/Office/Division (if applicable) [PDF File]

9. Proof of related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable) [PDF File]

10. [FOR LAWYERS ONLY] MCLE Compliance and IBP Certificate of Good Standing [PDF File].

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

**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. ANGIEREEN D. MEDINA**  
Director IV, Administrative Service  
<https://forms.gle/p1ZWhrfgpX7FoRdk9>  
8-736-2246

The PRC Application Submission Portal is also accessible through the PRC Website at [prc.gov.ph](http://prc.gov.ph)



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

To: CIVIL SERVICE COMMISSION (CSC)

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

  
ATTY. MARIA LORRAINE S. RODRIGUEZ  
HMO

Date: March 3, 2026

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	Chief Accountant	PRC-DOLEB-CACT-51-2008	24	102603	Bachelor's degree in Commerce/Business Administration major in Accounting	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	RA 1080	N/A	Central Office (Accounting Division)
2	Accountant I	PRC-DOLEB-A1-52-2008	12	33947	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080	N/A	Central Office (Accounting Division)
3	Chief Administrative Officer	PRC-DOLEB-CADOF-31-2008	24	102603	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Cash Division)
4	Professional Regulations Assistant	PRC-DOLEB-PREGA-20-2016	8	22423	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Central Office (Professional Registry Division)
5	Professional Regulations Assistant	PRC-DOLEB-PREGA-14-2016	8	22423	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Central Office (Professional Registry Division)
6	Chief Administrative Officer	PRC-DOLEB-CADOF-30-2016	24	102603	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Records Division)

7	Administrative Aide VI (Clerk III)	PRC-DOLEB-ADA6-32-2008	6	19716	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Records Division)
8	Administrative Aide VI (Clerk III)	PRC-DOLEB-ADA6-33-2008	6	19716	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Records Division)
9	Attorney IV	PRC-DOLEB-ATY4-19-2016	23	91306	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	Central Office (Special Prosecution Division)
10	Attorney II	PRC-DOLEB-ATY2-35-2008	18	53818	Bachelor of Laws	None Required	None Required	RA 1080	N/A	Central Office (Special Prosecution Division)
11	Attorney III	PRC-DOLEB-ATY3-22-2016	21	73303	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Special Prosecution Division)
12	Attorney III	PRC-DOLEB-ATY3-20-2016	21	73303	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Special Prosecution Division)

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **March 24, 2026**

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

**ATTY. ANGIEREEN D. MEDINA**

Director IV, Administrative Service

<https://forms.gle/p1ZWhrfgpX7FoRDk9>

8-736-2246

(Active Telephone/Mobile Number and Email Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.