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Date of Publication

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

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29 JUL 2024

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:

CSC - FO Office of the President

Jh
JINKY JOY DE LA 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	Administrative Assistant III	PRC-DOLEB-ADAS3-28-2008	9	21211	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	NCR (Office of the Director)
2	Attorney II	PRC-DOLEB-ATY2-37-2008	18	46725	Bachelor of Laws	None Required	None Required	RA 1080	N/A	NCR (Legal Division)
3	Professional Regulations Assistant	PRC-DOLEB-PREGA-58-2008	8	19744	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	NCR (Licensure and Registration Division-Registration Section)
4	Administrative Aide IV (Bookbinder II)	PRC-DOLEB-ADA4-81-2008	4	15586	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96-CAT III)	N/A	NCR (Licensure and Registration Division-Registration Section)

5	Administrative Aide I (Utility Worker I)	PRC-DOLEB-ADA1-69-2008	1	13000	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-CAT III)	N/A	NCR (Licensure and Registration Division-Examination Section)
6	Administrative Aide I (Utility Worker I)	PRC-DOLEB-ADA1-63-2008	1	13000	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-CAT III)	N/A	NCR (Licensure and Registration Division-Examination Section)
7	Professional Regulations Officer I	PRC-DOLEB-PREGO1-48-2008	11	27000	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	NCR (Regulation 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:

MR. RONALD G. WATSON

OIC-Director, PRC National Capital
Region (NCR) Office - Manila

2nd flr., Finance and Administrative
Division, PRC Annex Bldg., P. Paredes
St., Sampaloc Manila

prcnrc.recruitment@prc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.