

Date: January 3, 2019

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	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-32-2008	24	Php83,406.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/ management learning and development intervention undertaken within the last five (5) years	Four (4) years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility		NCR (Finance and Administrative Division)
2	Administrative Aide III (Illustrator I)	PRC-DOLEB-ADA3-54-2008	3	Php12,466.00	Completion of two year- studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility		NCR (Licensure and Registration Division)
3	Administrative Aide I	PRC-DOLEB-ADA1-60-2008	1	Php11,068.00	Must be able to read and write	None required	None required	None required		NCR (Licensure and Registration Division)
4	Administrative Aide I	PRC-DOLEB-ADA1-62-2008	1	Php11,068.00	Must be able to read and write	None required	None required	None required		NCR (Licensure and Registration Division)
5	Administrative Aide I	PRC-DOLEB-ADA1-65-2008	1	Php11,068.00	Must be able to read and write	None required	None required	None required		NCR (Licensure and Registration Division)
6	Administrative Aide I	PRC-DOLEB-ADA1-69-2008	1	Php11,068.00	Must be able to read and write	None required	None required	None required		NCR (Licensure and Registration Division)
7	Administrative Aide I	PRC-DOLEB-ADA1-75-2008	1	Php11,068.00	Must be able to read and write	None required	None required	None required		NCR (Licensure and Registration 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 02-01-2019.

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;
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:

GLORIA L. ASINAS
HRMO
Parades St. cor N Reyes St., Sampaloc, Manila
prc.rspshr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.