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GLADYS GRACE B. RIVERA
29/ JUL 2024

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

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 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	Attorney IV	PRC-DOLEB-ATY4-21-2021	23	80003	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	Region VI (Office of the Director)
2	Attorney III	PRC-DOLEB-ATY3-42-2008	21	63997	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Region VI (Office of the Director)
3	Administrative Aide VI (Clerk III)	PRC-DOLEB-ADA6-59-2008	6	17553	Completion of two-year studies in College	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	N/A	Region VI (Licensure and Registration Division-Registration Section)
4	Supervising Administrative Officer	PRC-DOLEB-SADOF-55-2017	22	71511	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region VI (Finance and Administrative 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. ROMEL B. BALISANG

Director III, PRC Regional Office VI - Iloilo City
2nd Floor, Gaisano Iloilo City Center, Benigno
Aquino Avenue, San Rafael, Mandurriao, Iloilo
City

prc6.hrofficial@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.