

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

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:

JINKY JOY L. DELA CRUZ-PARIL

*[Signature]*  
HRMO

Date: September 26, 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 I	PRC-DOLEB-ADAS1-46-2008	7	19365	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	N/A	Region XI (Office of the Director)
2	Chief Administrative Officer	PRC-DOLEB-CADOF-51-2017	24	94132	Master's Degree or Certificate of 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	Region XI (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 October 17, 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](http://www.csc.gov.ph) (**The date of the duly notarized PDS must be within the publication period: September 26, 2024 to October 17, 2024**);
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:

**MS. RAQUEL R. ABRANTES**

Director III, PRC Regional Office XI -  
Davao City

Calamansi Street Corner 1st Street,  
Juna Subdivision, Matina, Davao  
City

[recruitment.prcdavao@gmail.com](mailto:recruitment.prcdavao@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**