

VACANT POSITION : Chief Administrative Officer (Administrative Officer V)
ITEM NUMBER : PRC-DOLEB-CADOF-30-2008
SALARY GRADE : 24
PLACE OF ASSIGNMENT : Administrative Division
EDUCATION : Master's Degree or Certificate in Leadership and Management from the CSC
EXPERIENCE : 4 years of supervisory/ management experience
TRAINING : 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years
ELIGIBILITY : Career Service (Professional) Second Level Eligibility

VACANT POSITION : Information Technology Officer III
ITEM NUMBER : PRC-DOLEB-ITO3-55-2008
SALARY GRADE : 24
PLACE OF ASSIGNMENT : EDP Division
EDUCATION : Master's Degree or Certificate in Leadership and Management from the CSC
EXPERIENCE : 4 years of supervisory/ management experience
TRAINING : 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years
ELIGIBILITY : Career Service (Professional) Second Level Eligibility

VACANT POSITION : Supervising Professional Regulations Officer
ITEM NUMBER : PRC-DOLEB-SVPREGO-35-2008
SALARY GRADE : 22
PLACE OF ASSIGNMENT : Registration Division
EDUCATION : Bachelor's Degree
EXPERIENCE : 3 years of relevant experience
TRAINING : 16 hours of relevant training
ELIGIBILITY : Career Service (Professional) Second Level Eligibility

VACANT POSITION : Professional Regulations Officer II
ITEM NUMBER : PRC-DOLEB- PREGO2-40-2008
SALARY GRADE : 13
PLACE OF ASSIGNMENT : Application and Qualification Evaluation Division
EDUCATION : Bachelor's Degree
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Professional) Second Level Eligibility

VACANT POSITION : Professional Regulations Officer II
ITEM NUMBER : PRC-DOLEB-PREGO2-54-2008
SALARY GRADE : 13
PLACE OF ASSIGNMENT : Standards and Inspection Division
EDUCATION : Bachelor's Degree
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Professional) Second Level Eligibility

VACANT POSITION : Librarian I
ITEM NUMBER : PRC-DOLEB-LIB1-43-2008
SALARY GRADE : 11
PLACE OF ASSIGNMENT : Administrative Division

EDUCATION : Bachelor's Degree in Library Science or Information Science
Or Bachelor of Science in Education/Arts major in Library
Science
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : RA 1080

VACANT POSITION : Computer Programmer I
ITEM NUMBER : PRC-DOLEB-COMPRO1-61-2008
SALARY GRADE : 11
PLACE OF ASSIGNMENT : EDP Division
EDUCATION : Bachelor's Degree relevant to the job
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Professional) Second Level Eligibility

VACANT POSITION : Professional Regulations Officer II
ITEM NUMBER : PRC-DOLEB-PREGO2-43-2008
SALARY GRADE : 13
PLACE OF ASSIGNMENT : Examination Services Division
EDUCATION : Bachelor's Degree
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Professional) Second Level Eligibility

VACANT POSITION : Professional Regulations Assistant
ITEM NUMBER : PRC-DOLEB-PREGA-51-2008
SALARY GRADE : 8
PLACE OF ASSIGNMENT : Examination Services Division
EDUCATION : Completion of two years studies in college
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility

VACANT POSITION : Administrative Assistant I (Computer Operator I)
ITEM NUMBER : PRC-DOLEB-ADAS1-27-2008
SALARY GRADE : 7
PLACE OF ASSIGNMENT : EDP Division
EDUCATION : Completion of two years studies in college or High School
Graduate with relevant Vocational/Trade Course
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility
Data Encoder, MC 11, s. 96-CAT I

VACANT POSITION : Administrative Assistant I (Stenographic Reporter I)
ITEM NUMBER : PRC-DOLEB- ADAS1-36-2008
SALARY GRADE : 7
PLACE OF ASSIGNMENT : Regulations Office
EDUCATION : Completion of two years studies in college
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility

VACANT POSITION : Administrative Aide VI (Cash Clerk II)
ITEM NUMBER : PRC-DOLEB-ADA6-41-2008
SALARY GRADE : 6
PLACE OF ASSIGNMENT : Cash Division
EDUCATION : Completion of two years studies in college
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility

VACANT POSITION : Administrative Aide VI (Data Entry Machine Operator I)
ITEM NUMBER : PRC-DOLEB-ADA6-53-2008
SALARY GRADE : 6
PLACE OF ASSIGNMENT : EDP Division
EDUCATION : Completion of two years studies in college or High School
Graduate with relevant Vocational/Trade Course
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility
Data Encoder, MC 11, s. 96-CAT I

VACANT POSITION : Administrative Aide VI (Clerk III)
ITEM NUMBER : PRC-DOLEB-ADA6-66-2008
SALARY GRADE : 6
PLACE OF ASSIGNMENT : Registration Division
EDUCATION : Completion of two years studies in College
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility

VACANT POSITION : Administrative Aide IV (Accounting Clerk I)
ITEM NUMBER : PRC-DOLEB-ADA4-53-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Accounting Division
EDUCATION : Completion of two years studies in College
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility

VACANT POSITION : Administrative Aide IV (Clerk II)
ITEM NUMBER : PRC-DOLEB-ADA4-33-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Administrative Division
EDUCATION : Completion of two years studies in College
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility

VACANT POSITION : Administrative Aide IV (Clerk II)
ITEM NUMBER : PRC-DOLEB-ADA4-70-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Rating Division
EDUCATION : Completion of two years studies in College

EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility

VACANT POSITION : Security Guard I
ITEM NUMBER : PRC-DOLEB-SECG1-53-2008
SALARY GRADE : 3
PLACE OF ASSIGNMENT : Administrative Division
EDUCATION : High School Graduate
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Security Guard License (MC11, s.-Cat.II)

VACANT POSITION : Security Guard I
ITEM NUMBER : PRC-DOLEB-SECG1-52-2008
SALARY GRADE : 3
PLACE OF ASSIGNMENT : Administrative Division
EDUCATION : High School Graduate
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Security Guard License (MC11, s.-Cat.II)

VACANT POSITION : Attorney III
ITEM NUMBER : PRC-DOLEB-ATY3-42-2008
SALARY GRADE : 21
PLACE OF ASSIGNMENT : Iloilo City Extension Office
EDUCATION : Bachelor of Laws
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : RA 1080 (Lawyer)

VACANT POSITION : Professional Regulations Officer I
ITEM NUMBER : PRC-DOLEB-PREGO1-67-2008
SALARY GRADE : 11
PLACE OF ASSIGNMENT : Tacloban City Extension Office
EDUCATION : Bachelor's Degree
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Professional) Second Level Eligibility

VACANT POSITION : Attorney III
ITEM NUMBER : PRC-DOLEB-ATY3-41-2008
SALARY GRADE : 21
PLACE OF ASSIGNMENT : Tacloban City Extension Office
EDUCATION : Bachelor of Laws
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : RA 1080 (Lawyer)

VACANT POSITION : Professional Regulations Officer I
ITEM NUMBER : PRC-DOLEB-PREGO1-66-2008
SALARY GRADE : 11

PLACE OF ASSIGNMENT : Tuguegarao City Extension Office
EDUCATION : Bachelor's Degree
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Career Service (Professional) Second Level Eligibility

VACANT POSITION : Professional Regulations Assistant
ITEM NUMBER : PRC-DOLEB-PREGA-68-2008
SALARY GRADE : 8
PLACE OF ASSIGNMENT : Cagayan de Oro City Extension Office
EDUCATION : Completion of two years studies in College
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility

VACANT POSITION : Professional Regulations Assistant
ITEM NUMBER : PRC-DOLEB-PREGA-76-2008
SALARY GRADE : 8
PLACE OF ASSIGNMENT : Iloilo City Extension Office
EDUCATION : Completion of two years studies in College
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : Career Service (Subprofessional) First Level Eligibility

VACANT POSITION : Attorney III
ITEM NUMBER : PRC-DOLEB-ATY3-44-2008
SALARY GRADE : 21
PLACE OF ASSIGNMENT : Lucena City Extension Office
EDUCATION : Bachelor of Laws
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : RA 1080 (Lawyer)

PRC-HRMD is inviting qualified applicants (including next-in-rank employees) to apply for vacant positions listed in the attached sheets.

Interested applicants must submit their **letter of intent, updated Personal Data Sheet (PDS), original copy of Transcript of Record** (to present original copy) **and authenticated copy of eligibility** (to present original copy), **Training Certificates** to the Human Resource Management Division (HRMD) **on or before December 27, 2016.**

Only those who filed their letter of intent will be considered for initial assessment and possible qualification for deliberation.