

**Position Title** : **TWO (2) ADMINISTRATIVE AIDE IV**

**Place of Assignment** : **PRC MIMAROPA REGIONAL OFFICE  
APPLICATION SECTION AND  
REGISTRATION SECTION  
OF THE LICENSURE AND  
REGISTRATION DIVISION**  
Regional Office: 4/F Sunnymede IT Center  
Brgy. South Triangle, Quezon Avenue  
Quezon City

**Qualifications:**

<b>Education:</b>	BS degree holder or Completion of two (2) years studies in college
<b>Experience:</b>	None Required
<b>Training:</b>	None Required
<b>Eligibility:</b>	None Required

**Job Description**

1. Accepts documents for initial registration of professionals and other procedures under the Registration Division;
2. Drafts request letter to the Professional Registry Division (PRD) for the issuance of pre-printed Certificates of Registration (CORs) based on the number of processed initial registration;
3. Assists in processing the applications for renewal of Professional Identification Cards (PICs), issuance of Certificates of Good Standing (COGS), verification of professionals, and authentication of PICs and COGS; and,
4. Coordinates with the newly registered professionals the availability of his/her CORs.

**Salary**

Equivalent to SG 4/P15,586.00

**Mode of Employment**

Job Order

*Interested and qualified applicants must submit their Letter of Intent together with the following documents:*

- Duly accomplished and **NOTARIZED** Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at [\*\*www.csc.gov.ph\*\*](http://www.csc.gov.ph))
- Photocopy of Transcript of Records
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **28 August 2023** to:

**EMALRUED JOHN C. FALOGME**

Administrative Officer V (HRMO III)

4/F Sunnymede IT Center, Brgy. South Triangle, 1614 Quezon Avenue, Quezon City  
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