

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

Date of Publication
Electronic copy to be submitted to the CSC FO must be in MS
Excel format

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Senior Human Resources Specialist

04 JUL 2025

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:

CSC - FO Office of the Pres
JINKY JOY DE LA CRUZ-PARIL
HRMO

Date: July 4, 2025

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	Legal Assistant I	PRC-DOLEB-LEA1-22-2016	10	25586	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Hearing and Investigation Division)
2	Attorney II	PRC-DOLEB-ATY2-24-2016	18	51304	Bachelor of Laws	None Required	None Required	RA 1080	N/A	Central Office (Legal Research and Opinion Division)
3	Attorney IV	PRC-DOLEB-ATY4-19-2016	23	87315	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	Central Office (Special Prosecution Division)
4	Attorney III	PRC-DOLEB-ATY3-34-2008	21	70013	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Special Prosecution 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 July 25, 2025.

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: July 4, 2025 to July 25, 2025);
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;
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 that 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 required to upload their application documents to the PRC Application Submission Portal which can be accessed through the google form link below.

ATTY. ANGEREEN D. MEDINA

Director IV, Administrative Service

<https://forms.gle/p1ZWhrfgpX7FoRDk9>

APPLICATION WITH INCOMPLETE DOCUMENTS AND/OR INCONSISTENT / UNNOTARIZED / OUT-OF-DATE PERSONAL DATA SHEET SHALL NOT BE ENTERTAINED.

PLEASE NOTE HOWEVER, THAT COMPLIANT AND QUALIFIED APPLICANTS SHALL BE PROCESSED WITHIN THE NINE-MONTH VALIDITY OF THE PUBLICATION, PER THE REVISED 2017 ORAOHRA.