



Form No. 9
March 2018

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

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

To: CIVIL SERVICE COMMISSION (CSC)

I hereby request the publication of the following vacant positions, which are authorized to be filled, at the PROFESSIONAL REGULATIONS COMMISSION in the CSC website.

JINKY JOY L. DELA CRUZ-PARIL

[Signature]
HRMO

Date: November 15, 2023

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	Accountant II	PRC-DOLEB-A2-33-2016	16	Php39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Accounting Division)
2	Professional Regulations Officer II	PRC-DOLEB-PREGO2-28-2016	13	Php31,320.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Accreditation and Compliance Division)
3	Security Guard III	PRC-DOLEB-SECG3-49-2008	8	Php19,744.00	High School Graduate	Four (4) hours of relevant training	One (1) year of relevant experience	Security Guard License (MC 11, s.-Cat. II)	N/A	Central Office (Administrative Service)

[Signature]
TEOFILO M. SISON, JR.
Director IV
Administrative Service

4	Administrative Officer II	PRC-DOLEB-ADOF2-40-2008	11	Php27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Budget and Management Division)
5	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-50-2008	4	Php15,586.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Budget and Management Division)
6	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-49-2008	4	Php15,586.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Budget and Management Division)
7	Attorney IV	PRC-DOLEB-ATY4-18-2016	23	Php80,003.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	Central Office (Commission Secretariat - Legal Appeals Unit)

8	Administrative Assistant II	PRC-DOLEB-ADAS2-26-2016	8	Php19,744.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Commission Secretariat - Public Information and Media Relations Unit)
9	Administrative Assistant II	PRC-DOLEB-ADAS2-28-2016	8	Php19,744.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Commission Secretariat - Legal Appeals Unit)
10	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-23-2016	22	Php71,511.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Continuing Professional Development Division)
11	Professional Regulations Officer II	PRC-DOLEB-PREGO2-45-2008	13	Php31,320.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Continuing Professional Development Division)

12	Professional Regulations Officer II	PRC-DOLEB-PREGO2-54-2008	13	Php31,320.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Continuing Professional Development Division)
13	Professional Regulations Officer II	PRC-DOLEB-PREGO2-53-2008	13	Php31,320.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Continuing Professional Development Division)
14	Information Technology Officer III	PRC-DOLEB-ITO3-37-2016	24	Php90,078.00	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	Central Office (Database Management and Systems Division)
15	Administrative Aide IV (Mechanic I)	PRC-DOLEB-ADA4-43-2008	4	Php15,586.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (General Services Division)

16	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-26-2016	19	Php51,357.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (International Development Division)
17	Legal Assistant I	PRC-DOLEB-LEA1-22-2016	10	Php23,176.00	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)
18	Administrative Assistant II	PRC-DOLEB-ADAS2-50-2017	8	Php19,744.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (International Affairs Office)
19	Legal Assistant I	PRC-DOLEB-LEA1-28-2016	10	Php23,176.00	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 (Legal Research and Opinion Division)

20	Information Technology Officer III	PRC-DOLEB-ITO3-38-2016	24	Php90,078.00	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	Central Office (Network Infrastructure and Information Security Division)
21	Computer Maintenance Technologist II	PRC-DOLEB-CTMT2-37-2016	15	Php36,619.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Network Infrastructure and Information Security Division)
22	Administrative Assistant I	PRC-DOLEB-ADAS1-21-2008	7	Php18,620.00	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	Central Office (Office of the Chairman)
23	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-28-2008	4	Php15,586.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Office of the Chairman)

24	Professional Regulations Officer III	PRC-DOLEB-PREGO3-25-2016	16	Php39,672.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Licensure Division)
25	Planning Officer II	PRC-DOLEB-PLQ2-34-2016	15	Php36,619.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Planning Division)
26	Board Secretary III	PRC-DOLEB-BS3-1-2016	20	Php57,347.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (PRB Secretariat Division)
27	Board Secretary II	PRC-DOLEB-BS2-5-2016	17	Php43,030.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (PRB Secretariat Division)

28	Administrative Officer V	PRC-DOLEB-ADOF5-33-2008	18	Php46,725.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Procurement and Supply Division)
29	Administrative Aide V	PRC-DOLEB-ADA5-40-2008	5	Php16,543.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Procurement and Supply Division)
30	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-43-2008	19	Php51,357.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Professional Registry Division)
31	Professional Regulations Assistant	PRC-DOLEB-PREGA-19-2016	8	Php19,744.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Central Office (Professional Registry Division)

32	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-80-2008	4	Php15,586.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Professional Registry Division)
33	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-77-2008	4	Php15,586.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Professional Registry Division)
34	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-55-2008	4	Php15,586.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Professional Registry Division)
35	Professional Regulations Officer I	PRC-DOLEB-PREGO1-54-2008	11	Php27,000.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Rating Division)

36	Professional Regulations Officer I	PRC-DOLEB-PREGO1-51-2008	11	Php27,000.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Rating Division)
37	Statistician III	PRC-DOLEB-STAT3-24-2016	18	Php46,725.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Research and Statistics Division)
38	Statistician I	PRC-DOLEB-STAT1-40-2008	11	Php27,000.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Research and Statistics Division)
39	Legal Assistant I	PRC-DOLEB-LEA1-25-2016	10	Php23,176.00	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 (Special and Prosecution Division)

40	Computer Programmer I	PRC-DOLEB-COMPRO1-59-2008	11	Php27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Systems Development and Maintenance Division)
41	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO 35-2008	24	Php90,078.00	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	Central Office (Test Development 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 November 25, 2023.

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 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);

The following documents will be submitted only by the Top Five (5) Ranked Candidates

8. NBI clearance or proof of application; (**for private employees**)
9. NBI, CSC, Ombudsman, Sandiganbayan Clearances or proof of application (**for government employees**);
10. Medical Declaration Form (**can be downloaded at PRC website**); and
11. Personality Test

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MR. TEOFILO M. SISON, JR.

Director IV, PRC Central Office -
Administrative Service, HRMPSB
Chairperson

P. Paredes St. cor N Reyes St., Sampaloc,
Manila

prcvacancies2023@gmail.com

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.