



Form No. 9
2018

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

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
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) |

TEOFILO M. SISON, JR.
Director IV
Administrative Service

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|---|-----------------------------------|-------------------------|----|--------------|---|--------------------------------------|--------------------------------------|---|-----|--|
| 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) |

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| 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) |

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|----|-------------------------------------|--------------------------|----|--------------|--|--|---|---|-----|---|
| 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 (Mechanics) | 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) |

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| 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) |

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|----|--------------------------------------|-------------------------|----|--------------|---|--|---|---|-----|---|
| 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) |

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| 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) |

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| 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) |

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| 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) |

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| 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) |

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| 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

PUBLICATION # 10

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.