

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

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:

L. LOUIS P. VALERA  
Assistant Commissioner

Date: April 17, 2024

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 I	PRC-DOLEB-A1-52-2008	12	29165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	N/A	Central Office (Accounting Division)
2	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-33-2008	4	15586	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 (Cash Division)

3	Administrative Assistant II	PRC-DOLEB-ADAS2-26-2016	8	19744	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)
4	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-60-2008	4	15586	Completion of two years studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Continuing Professional Development Division)
5	Information Technology Officer III	PRC-DOLEB-ITO3-37-2016	24	90078	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)
6	Administrative Assistant II	PRC-DOLEB-ADAS2-51-2008	8	19744	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 (Database Management Systems Division)

7	Attorney III	PRC-DOLEB- ATY3-21- 2016	21	63997	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Hearing and Investigation Division)
8	Legal Assistant I	PRC-DOLEB- LEA1-22- 2016	10	23176	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)
9	Legal Assistant I	PRC-DOLEB- LEA1-23- 2016	10	23176	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)
10	Attorney III	PRC-DOLEB- ATY3-23- 2016	21	63997	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Legal Research and Opinion Division)



11	Legal Assistant I	PRC-DOLEB-LEA1-28-2016	10	23176	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)
12	Administrative Assistant I	PRC-DOLEB-ADAS1-20-2008	7	18620	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)
13	Attorney III	PRC-DOLEB-ATY3-1-2019	21	63997	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Office of the Chairman)
14	Information Technology Officer III	PRC-DOLEB-ITO3-38-2016	24	90078	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)

15	Professional Regulations Assistant	PRC-DOLEB-PREGA-15-2016	8	19744	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)
16	Administrative Aide V (Illustrator II)	PRC-DOLEB-ADA5-41-2008	5	16543	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Illustrator (MC No. 10, s. 2013-Cat. II)	N/A	Central Office (Research and Statistics Division)
17	Computer Programmer I	PRC-DOLEB-COMPRO1-60-2008	11	27000	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)



18	Legal Assistant I	PRC-DOLEB-LEA1-25-2016	10	23176	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 Prosecution Division)
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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 May 8, 2024.

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](http://www.csc.gov.ph) (The date of PDS must be within the publication period);
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);

**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:

**L. LOUIS P. VALERA**

Assistant Commissioner

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

[prcvacancies2024@gmail.com](mailto:prcvacancies2024@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**