

PROFESSIONAL REGULATION

COMMISSION WE'RE HIRING!

SCAN HERE TO APPLY



List of Requirements

1. Letter of Intent indicating the position/s (position title and item number) that an applicant is/are applying for [PDF File].

IMPORTANT NOTE: 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.

2. Fully Accomplished and Notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025) and attached updated Work Experience Sheet (WES) (CS Form No. 212 Attachment) [PDF File].

IMPORTANT NOTE: The date of the duly notarized PDS and WES must be within the publication period: December 5, 2025 to December 26, 2025. PDS that is dated and notarized, as well as WES, before December 5, 2025 and beyond December 26, 2025 will NOT be accepted.

4. IPCR/DPCR (for government employees) or Performance Rating (for private employees) in the Last Rating Period [PDF File].

NOTE: If neither of the documents are/can not be provided by your current/previous employer, you may accomplish the Certificate of Performance Evaluation (PRC Form), to be signed by your current/previous employer/HRMO.

5. Photocopy of Certificate of Eligibility/Rating/License [PDF File]

6. Photocopy of Transcript of Records [PDF File]

7. Certificate/s of Relevant Training/s and Seminar/s Attended [PDF File]

8. Designation Order in case the applicant has been designated in an acting capacity or Officer-in-Charge in a Department/Office/Division (if applicable) [PDF File]

9. Proof of related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable) [PDF File]

10. [FOR LAWYERS ONLY] MCLE Compliance and IBP Certificate of Good Standing [PDF File].

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

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. ANGIEREEN D. MEDINA

Director IV, Administrative Service

<https://forms.gle/p1ZWhrfgpX7FoRDk9>

8-736-2246

The PRC Application Submission Portal is also accessible through the PRC Website at prc.gov.ph



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

REGISTRATION OF EMPLOYMENT (CS Form No. 0) must be filed with the Commission before the start of the recruitment process.

Date of Publication

WISLUP BY CASTILLO JR.
Chief Executive Officer
05 DEC 2025

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filed at the PROFESSIONAL REGULATION COMMISSION

ATTY. MARIA LOURDES S. BARRIQUEZ

Date: December 5, 2025

CSC - FO Office of the President

No.	Position Title (Parenthetical Title if applicable)	Paralia Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards						Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility	Competency			
1	Chief Administrative Officer	PRC-DOLEB-CADOF-26-2016	24	98185	Master's Degree or Certificate in 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	Center Office (Human Resource Development Division)		
2	Planning Officer V	PRC-DOLEB-PLOR-31-2015	24	98185	Master's Degree or Certificate in 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 (Planning Division)		

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **December 26, 2025**.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or utilized digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records

This Office hereby encourages all interested and qualified applicants to apply, which includes persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identity and expression. Civil Service, neither, and formal admission of the Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunity Principle (EOP). QUALIFIED APPLICANTS are advised to hand in or send through courier/mail their application to the head of office' human resource management official/records office, at the case may be

ATTY. ANCIEREN D. MEDINA

Director IV, Administrative Services
https://forms.gle/p1ZWhfgpX7F9RDx9

8-736-2246

(Active Telephone Number and Email Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.