

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

CSC - FO Office of the President

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 filled at the PROFESSIONAL REGULATION COMMISSION:

  
 ATTY. MARIA CARMINE S. RODRIGUEZ  
 HRMO

Date: January 22, 2026

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-29-2016	19	56390	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 (Licensure Office)
2	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-24-2016	19	56390	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 (Licensure Division)
3	Attorney III	PRC-DOLEB-ATY3-1-2019	21	70013	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)
4	Executive Assistant II	PRC-DOLEB-EXA2-26-2008	17	47247	Bachelor's Degree	Four (4) hours of training	One (1) year of experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Office of the Chairman)
5	Administrative Assistant III	PRC-DOLEB-ADAS3-27-2008	9	23226	Completion of 2 years studies in college (prior to 2018), OR High School Graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (Starting 2018)	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Subprofessional) First Level Eligibility	N/A	Central Office (Office of the Chairman)

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

February 12, 2025

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered 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 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 advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

ATTY. ANGIEREEN D. MEDINA

Director IV, Administrative Service

<https://forms.gle/p1ZWhfqpX7FoRDk9>

8-736-2246

(Active Telephone/Mobile Number and Email Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.