

Republic of the Philippines  
**PROFESSIONAL REGULATIONS 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 REGULATIONS COMMISSION in the CSC website:

GLORIA L. ASINAS

**HRMO**

Date:

February 8, 2019

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	Board Secretary I	PRC-DOLEB-BS1-9-2016	14	Php27,755.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Central (PRB Secretariat Division)
2	Board Secretary I	PRC-DOLEB-BS1-12-2016	14	Php27,755.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Central (PRB Secretariat Division)
3	Administrative Assistant I (Secretary I)	PRC-DOLEB-ADAS1-19-2008	7	Php15,738.00	Completion of two (2) years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility/MC No. 11, s. 1966		Central (Office of the Chairman)
4	Administrative Assistant I (Secretary I)	PRC-DOLEB-ADAS1-20-2008	7	Php15,738.00	Completion of two (2) years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility/MC No. 11, s. 1966		Central (Office of the Chairman)
5	Administrative Assistant I (Secretary)	PRC-DOLEB-ADAS1-23-2008	7	Php15,738.00	Completion of two (2) years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility/MC No. 11, s. 1966		Central (Office of the Chairman)
6	Attorney III	PRC-DOLEB-ATY3-34-2008	21	Php57,805.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central (Special Prosecution Office)

7	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-77-2008	4	Php13,214.00	Completion of two (2) years studies in College	None required	None required	Careeer Service (Sub-professional) First Level Eligibility/MC No. 11, s. 1966		Central (Professional Registry Division)
8	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-70-2008	4	Php13,214.00	Completion of two (2) years studies in College	None required	None required	Careeer Service (Sub-professional) First Level Eligibility/MC No. 11, s. 1966		Central (Professional Registry Division)
9	Administrative Aide IV (Cash Clerk I)	PRC-DOLEB-ADA4-33-2008	4	Php13,214.00	Completion of two (2) years studies in College	None required	None required	Careeer Service (Sub-professional) First Level Eligibility		Central (Cash Division)
10	Administrative Aide VI	PRC-DOLEB-ADA6-35-2008	6	Php14,847.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Central (Records Division)
11	Administrative Aide VI	PRC-DOLEB-ADA6-26-2016	6	Php14,847.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Central (Cash Division)
12	Administrative Officer V	PRC-DOLEB-ADOF5-25-2016	18	Php40,637.00	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		Central (Cash 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 03-09-19.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
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.

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

**KHRISTINE S. LABAO**

Administrative Officer V (HRMO III)

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

[prc.rspshr@gmail.com](mailto:prc.rspshr@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.