

CS Form No. 9

Revised 2018

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

Date of Publication
GLADYS GRACE B. RIVERA
Electronic copy to be submitted to the CSC
FO must be in MS Excel format

20 OCT 2024

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

CSC - FO Office of the President

JINKY JOY L. DELA CRUZ-PARIL
HRMO

Date: October 28, 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 IV	PRC-DOLEB-A4-31-2016	22	74836	Bachelor's degree in Commerce/Business Administration major in Accounting	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080	N/A	Central Office (Accounting Division)
2	Accountant II	PRC-DOLEB-A2-34-2016	16	41616	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)
3	Accountant II	PRC-DOLEB-A2-33-2016	16	41616	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)
4	Legal Assistant II	PRC-DOLEB-LEA2-2-2023	12	30705	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Special Prosecution Division)
5	Legal Assistant I	PRC-DOLEB-LEA1-25-2016	10	24381	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)

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 18, 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 (**The date of the duly notarized PDS must be within the publication period: October 28, 2024 to November 18, 2024**);
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);
8. Letter of Intent, indicating the position/s that an applicant is/are applying for. (*Please note that 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.*)

The following documents will be submitted only by the Top Five (5) Ranked Candidates:

9. NBI clearance or proof of application; (**for private employees**)
10. NBI, CSC, Ombudsman, Sandiganbayan Clearances or proof of application (**for government employees**);
11. Medical Declaration Form (**can be downloaded at PRC website**); and
12. Personality Test

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>

APPLICATION WITH INCOMPLETE DOCUMENTS AND/OR INCONSISTENT / UNNOTARIZED / OUT-OF-DATE PERSONAL DATA SHEET SHALL NOT BE ENTERTAINED.

PLEASE NOTE HOWEVER, THAT COMPLIANT AND QUALIFIED APPLICANTS SHALL BE PROCESSED WITHIN THE NINE-MONTH VALIDITY OF THE PUBLICATION, PER THE REVISED 2017 ORAOHRA.