

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:

JINKY JOY L. DELA CRUZ-PARIL
HRMO

Date: December 6, 2023

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	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-22-2016	19	Php51,357.00	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 (Commission Secretariat-PRB Screening Unit)
2	Administrative Aide VI (Clerk III)	PRC-DOLEB-ADA6-50-2008	6	Php17,553.00	Completion of two-year studies in College	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Database Management Systems Division)
3	Administrative Aide VI (Clerk III)	PRC-DOLEB-ADA6-53-2008	6	Php17,553.00	Completion of two-year studies in College	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Database Management Systems Division)
4	Administrative Officer IV (Human Resource Management Officer II)	PRC-DOLEB-ADOF4-1-2023	15	Php36,619.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Human Resource Development Division)
5	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-24-2016	19	Php51,357.00	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)
6	Professional Regulations Officer III	PRC-DOLEB-PREGO3-42-2008	16	Php39,672.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Rating Division)

7	Attorney II	PRC-DOLEB-ATY2-35-2008	18	Php46,725.00	Bachelor of Laws	None required	None required	RA 1080	N/A	Central Office (Special Prosecution Division)
8	Legal Assistant II	PRC-DOLEB-LEA2-2-2023	12	Php29,165.00	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)
9	Legal Assistant I	PRC-DOLEB-LEA1-24-2016	10	Php23,176.00	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 December 27, 2023.

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 PDS must be within the publication period);
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);

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:

HON. CHARITO A. ZAMORA
 Chairperson, Oversight for Human Infrastructure
 P. Paredes St. cor N Reyes St., Sampaloc, Manila
prcvacancies2023@gmail.com

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.