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the CSC FO must be in MS Excel  
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Republic of the Philippines  
**PROFESSIONAL REGULATION 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 REGULATION COMMISSION in the CSC website:

JINKY JOY L. DELA CRUZ-PARIL  
HRMO

Date: January 15, 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	Director IV	PRC- DOLEB- DIR4-3- 2017	28	Php148,171.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/ma nagement learning and development intervention	5 years of supervisory/m anagement experience	Career Service Professional/ Second Level eligibility	N/A	Central Office (Administrative Service)

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 February 5, 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](http://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 e
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:

**L. LOUIS P. VALERA**

Assistant Commissioner

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

recruitment@prc.gov.ph

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**