

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: March 20, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Professional Regulations Assistant	PRC-DOLEB-PREGA-64-2008	8	Php16,758.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Region V (Licensure and Registration Division-Application Section)	1. Receives, screens, evaluates, and processes applications for examination, and prints and issues the Notice of Admission; 2. Assists in reviewing applications for examination; 3. Assists in the maintenance and inventory of files/records of the section; 4. Assists in endorsing the list of examinees, room assignment, and PERRCs of examinees to the Examination Section; 5. Assists in the posting of rooms assignment in the official regional website; 6. Assists in preparing requests and in transmitting to other Regional Offices PERRCs and other pertinent documents; and 7. Performs other related functions.

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 04-18-19.

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;
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:

MARY CRIS D. GOYENA
Administrative Officer V (HRMO III)
Regional Office No. V, Regional Government Center Site,
prc.legazpicity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.