

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:

  
ARJAY R. ROSALES  
HRMO

Date: January 10, 2023

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 Officer I	PRC-DOLEB-PREGO1-48-2017	11	Php25,439.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Region XII (Licensure and Registration Division-Application Section)	1. Assists in the receiving and processing of applications for examination; 2. Reviews, screens, and evaluates completeness of applications for examination received, and prints and issues the Notice of Admission; 3. Prepares letters of communication on matters relating to Application Section; 4. Assists in the generation of room assignment and list of examinees for endorsement to Examination Section and in the posting of the same in the official regional website; 5. Prepares requests and transmits to other Regional Offices PERRCs and other pertinent documents; 6. Provides assistance in the endorsing of list of examinees, room assignment, and PERRCs to Examination Section; 7. Assists in monitoring/evaluating records for inventory and disposal; and 8. Performs other related functions.
2	Administrative Assistant II (Cash Clerk III)	PRC-DOLEB-ADAS2-53-2017	8	Php18,998.00	Completion of two-year studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility	N/A	Region XII (Finance and Administrative Division)	1. Handles the collection of fees and charges; 2. Balances the receipts issued with the collections; 3. Assists in the preparation of collections for deposit; 4. Assists in the preparation of summary of daily collections and Statement of Account Current; 5. Assists in the preparation of validation documents - Cash Deposits at government depository banks; and 6. 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 February 9, 2023.

1. Fully accomplished 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);
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;
5. Certificates of Relevant Trainings and Seminars attended;
6. Designation order in case the applicant is presently 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);**
7. A certification issued by the HR/Administrative Officer that the applicant has been performing supervisory/ managerial functions and managing a number of staff for a number of years;  
**(Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Supervising Administrative Officer, Supervising Professional Regulations Officer, Information Technology Officer III positions);**
8. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
9. NBI clearance; **(for private employees)**
10. NBI, CSC, Ombudsman, Sandiganbayan Clearances **(for government employees)**;
11. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer **(for private employees)** ; and
12. Medical Declaration Form **(can be downloaded at PRC website)**

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

**JAVES O. YSIP**  
Administrative Officer V (HRMO III)  
PRC Region XII, Regional Government Center, Brgy. Carpenter Hill, Koronadal City  
[prcro12.hr@gmail.com](mailto:prcro12.hr@gmail.com) OR  
[prcregionalapplications@gmail.com](mailto:prcregionalapplications@gmail.com)

**PUBLICATION # 1**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.