

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

Date of Publication

Electronic copy to be submitted to the
 CSC-FO must be in MS Excel format

MANUEL DV. CASTILLO JR.
 Senior Human Resources Specialist

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:

02 APR 2025
 CSC - FO Office of the President

JINKY JOY L. DELA CRUZ-PARIL
 HRMO

Date: April 2, 2025

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	Professional Regulations Officer III	PRC-DOLEB-PREGO3-36-2008	16	43560	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	NCR (Regulations Division)
2	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-38-2008	19	56390	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	NCR (Licensure and Registration Division-Application Section)
3	Administrative Aide III (Illustrator I)	PRC-DOLEB-ADA3-54-2008	3	15852	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional); Draftsman or Illustrator (MC 11, s. 1996-Cat. I); First Level Eligibility	N/A	NCR (Licensure and Registration Division-Registration Section)
4	Administrative Officer V (HRMO III)	PRC-DOLEB-ADOF5-19-2021	18	51304	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	NCR (Finance and Administrative 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 April 23, 2025.

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: April 2, 2025 to April 23, 2025);
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 advised to hand in or send through courier/email their application to:

MR. RONALD G. WATSON

OIC-Director, PRC National Capital Region (NCR) Office - Manila
2nd flr., Finance and Administrative Division, PRC Annex Bldg., P.
Paredes St., Sampaloc Manila
prcnrc.recruitment@prc.gov.ph

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.