

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	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-37-2008	4	Php15,586.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	NCR (Regulation Division)
2	Administrative Aide IV (Bookbinder II)	PRC-DOLEB-ADA4-74-2008	4	Php15,586.00	Elementary School Graduate	None Required	None Required	None Required (MC No. 10s. 2013)	N/A	NCR (Licensure and Registration Division-Application Section)
3	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-57-2008	4	Php15,586.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	NCR (Licensure and Registration Division-Examination Section)
4	Accountant III	PRC-DOLEB-A3-63-2017	19	Php51,357.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	NCR (Finance and Administrative Division)
5	Administrative Officer V (Supply Officer III)	PRC-DOLEB-ADOF5-35-2008	18	Php46,725.00	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)
6	Administrative Officer I (Cashier I)	PRC-DOLEB-ADOF1-45-2017	10	Php23,176.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	NCR (Finance and Administrative Division)

7	Administrative Assistant I	PRC-DOLEB-ADAS1-37-2008	7	Php18,620.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	NCR (Finance and Administrative Division)
8	Administrative Aide VI (Clerk III)	PRC-DOLEB-ADA6-40-2008	6	Php17,553.00	Completion of two-year studies in College	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	N/A	NCR (Finance and Administrative Division)
9	Administrative Aide VI (Disbursing Officer I)	PRC-DOLEB-ADA6-43-2008	6	Php17,553.00	Completion of two-year studies in College	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	N/A	NCR (Finance and Administrative Division)
10	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-84-2008	4	Php15,586.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	NCR (Finance and Administrative Division)
11	Administrative Aide III (Utility Worker II)	PRC-DOLEB-ADA3-50-2008	3	Php14,678.00	Must be able to read and write	None Required	None Required	None Required (MC No. 10s. 2013)	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 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](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 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:

**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](mailto:prcnrc.recruitment@prc.gov.ph)

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.