


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

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

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: April 13, 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	Administrative Aide I (Utility Worker I)	PRC-DOLEB-ADA1-64-2008	1	Php13,000.00	Must be able to read and write	None Required	None Required	None Required (MC 11, S.96 - CAT III)	N/A	NCR (Licensure and Regulation - Examination Section)	1. Assists the officers and staff of the Examination Section; 2. Maintains the orderliness of the office area; and 3. 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 April 23, 2023.

- 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;
- Performance rating **in the last rating period** (if applicable);
- Photocopy of certificate of eligibility/rating/license (if applicable); and
- Photocopy of Transcript of Records (if applicable);
- Certificates of Relevant Trainings and Seminars attended (if applicable);
- 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)**;
- 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)**;
- Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
- NBI clearance; **(for private employees)**
- NBI, CSC, Ombudsman, Sandiganbayan Clearances **(for government employees) (if applicable)**;
- Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer **(for private employees)**; and
- Medical Declaration Form **(can be downloaded at PRC website)**

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

HENESSY MAE L. ORBETA
Administrative Officer V (HRMO III)
2nd flr., Finance and Administrative Division, PRC Annex Bldg., P. Paredes St.,
Sampaloc Manila

prcnr.hiringandpromotion@gmail.com OR prcregionalapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PUBLICATION # 3