

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

Date: August 25, 2020

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 III (Driver I)	PRC-DOLEB-ADA3-47-2008	3	Php13,019.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	Professional Driver's License		NCR (Licensure and Registration Division-Examination Section)	1. Drives the vehicles of the Regional Office in accordance with approved trip tickets and transports officers and employees with approved Travel Order to their destinations; 2. Prepares trip tickets and records gas consumption and number of kilometers travelled; 3. Attends to/supervises the maintenance and servicing of the vehicle operated; 4. Checks and performs minor repair and troubleshooting of vehicles; 5. Performs messengerial tasks, as requested/needed; and 6. Performs other related functions.
2	Administrative Assistant I	PRC-DOLEB-ADAS1-37-2008	7	Php16,458.00	Completion of two years studies in College	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		NCR (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.
3	Administrative Aide III	PRC-DOLEB-ADA3-50-2008	3	Php13,019.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		NCR (Finance and Administrative Division)	1. Under immediate supervision, cleans rooms, buildings and surrounding areas; 2. Keeps office equipments and furnitures clean and orderly; 3. Collects, dumps or burns garbages; 4. Opens doors and windows before office hours and closes them after office hours; 5. Occasionally does messengerial and simple carpentry repair work; 6. Hauls and transfer office furniture; 7. Performs general grounds maintenance work; 8. Does other related activities, and 9. 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 24-September-2020.

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:

ARMIDA M. RAMIREZ

 HRMO Designate

P. Paredes St. cor N Reyes St., Sampaloc, Manila

prcnchr@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.