

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

**Date of Publication**  
Electronic copy to be submitted to  
the CSC EO must be in MS Excel  
format

**MANUEL OV. CASTILLO JR.**  
Secretary

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	Administrative Assistant III	PRC-DOLEB-ADAS3-58-2017	9	23226	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional) First Level Eligibility	N/A	Region VI (Office of the Director)
2	Professional Regulations Assistant	PRC-DOLEB-PREGA-75-2008	8	21448	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Region VI (Regulations 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](http://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. ROMEL B. BALISANG**

Director III, PRC Regional Office VI - Iloilo City

2nd Floor, Gaisano Iloilo City Center, Benigno Aquino Avenue,  
San Rafael, Manduriao, Iloilo City  
[prc6.hrofficial@gmail.com](mailto:prc6.hrofficial@gmail.com)

**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.**