

Date: October 4, 2018

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	Attorney III	PRC-DOLEB-ATY3-44-2008	21	52,554.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Office of the Director
2	Administrative Assistant I	PRC-DOLEB-ADAS1-57-2008	7	15,254.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Office of the Director
3	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-78-2017	24	73,299.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/ management learning and development intervention undertaken within the last five (5) years	Four (4) years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility		Regulations Division
4	Chief Administrative Officer	PRC-DOLEB-CADOF-59-2017	24	73,299.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/ management learning and development intervention undertaken within the last five (5) years	Four (4) years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility		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 October 31, 2018.

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:

GAY M. SOLIVA

Professional Regulation Commission
Human Resource Development Division
P. Paredes St., Sampaloc, Manila

prc.rspshr@gmail.com

OR

MARECRIZ Q. ARELLANO

Professional Regulation Commission
Lucena Regional Office

2nd Floor Grand Central Terminal

Ilayang Dupay, Lucena City, 4301

prc.lucena@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.