

Date:

June 28, 2019

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment | Duties and Responsibilities |
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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | | |
| 1 | Attorney IV | PRC-DOLEB-ATY4 68-2017 | 23 | Php73,811.00 | Bachelor of Laws | Eight (8) hours of relevant training | Two (2) years of relevant experience | RA 1080 | | Region IV-B (Office of the Director) | <ol style="list-style-type: none"> 1. Serves as Conciliator-Mediator, receives, evaluates and docketes the assigned case, assists the parties in preparing and drafting compromise agreement reached by the parties, and remands unresolved cases through the Regional Director; 2. Conducts investigation and acts as hearing officer in assigned administrative cases, acts on motions/manifestations raised by the parties, and drafts orders, decisions and resolutions; 3. Assists in the prosecution of cases assigned by the Regional Director regarding any violation in the practice of the profession/criminal laws, in collaboration with the Department of Justice; 4. Evaluates any criminal complaint filed personally or online and recommends legal action to the Regional Director (endorse the case to NBI or directly file the case with the prosecutors office and/or any quasi-judicial bodies), monitors the development of cases and complies with the orders from the prosecutors office, hearing officers, or the courts, and attends hearings and assists witnesses; 5. Prosecutes motu proprio cases initiated by the Commission or the Professional Regulatory Boards (PRBs), prepares summons, subpoena, and formal charge against the respondent, requires the respondent and the assigned special prosecutor to submit position paper, and drafts the case decision for approval of the PRB; 6. Prepares and/or reviews legal communications and opinions for the Regional Office on matters referred to it; 7. Prepares and/or reviews recommendations on name and citizenship cases of applicants in board examinations; 8. Issues Certificate of No Derogatory Record/Certificate of No Pending Case in the Region, or Certification on the Status of Case handled in the Region; 9. Investigates cases involving Regional Office employees, as may be directed by the Regional Director; 10. Reviews contracts and other legal documents involving the Regional Office; 11. Provides legal advice for work-related complaints against office personnel; and 12. Performs other related functions. |

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| 2 | Attorney III | PRC-DOLEB-ATY362-2017 | 21 | Php57,805.00 | Bachelor of Laws | Four (4) hours of relevant training | One (1) year of relevant experience | RA 1080 | | Region IV-B (Office of the Director) | <ol style="list-style-type: none"> 1. Conducts investigation and acts as hearing officer in assigned administrative cases, acts on motions/manifestations raised by the parties, and drafts orders, decisions, and resolutions; 2. Assists in the prosecution of cases assigned by the Regional Director regarding any violation in the practice of the profession/criminal laws, in collaboration with the Department of Justice; 3. Evaluates any criminal complaint filed personally or online and recommends legal action to the Regional Director (endorse the case to NBI or directly file the case with the prosecutors office and/or any quasi-judicial bodies), monitors the development of cases and complies with the orders from the prosecutor's office, hearing officers, or the courts, and attends hearings and assists witnesses; 4. Prosecutes motu proprio cases initiated by the Commission or the Professional Regulatory Boards (PRBs), prepares summons, subpoena, and formal charge/s against the respondent, requires the respondent and the assigned special prosecutor to submit position paper, and drafts the case decision for approval of the PRB; 5. Prepares legal communications and opinions for the Regional Office on matters referred to it; 6. Assists in preparing recommendations on name and citizenship cases of applicants in board examinations; 7. Issues Certificate of No Derogatory Record/Certificate of No Pending Case in the Region, or Certification on the Status of Case handled in the Region; 8. Investigates cases involving Regional Office employees, as may be directed by the Regional Director; 9. Assists in reviewing contracts and other legal documents involving the Regional Office; 10. Assists in providing legal advice for work-related complaints against office personnel; and 11. Performs other related functions. |
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| 3 | Administrative Assistant I | PRC-DOLEB-ADAS1-62-2017 | 7 | Php15,738.00 | Completion of two-year studies in College | None Required | None Required | Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility | Region IV-B (Office of the Director) | <ol style="list-style-type: none"> 1. Receives calls and guests for the Regional Director; 2. Receives and logs personal and routed letters for the Regional Director and forwards the same for information; 3. Receives and organizes all papers for action of the Regional Director; 4. Schedules and keeps a record of the Regional Director's appointments; 5. Types and encodes communication letters, periodic reports, and other documents for submission to PRC-CO, concerned government agencies, LGUs, and other private organizations; 6. Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and 7. Performs other related functions. |
| 4 | Chief Professional Regulations Officer | PRC-DOLEB-CPREGO-76-2017 | 24 | Php83,406.00 | 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 | Region IV-B (Regulations Division) | <ol style="list-style-type: none"> 1. Assists the Regional Director in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region; 2. Recommends to PRBs schools and firms/establishments for inspection and coordinates MRA Road Mapping and capacity-building activities; 3. Assists the PRBs in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the region and the pre-evaluation of applications for accreditation of CPD providers, programs, and speaker, including self-directed learning activities; 4. Assists the PRBs in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region; 5. Assists in the processing of registration in accordance with mutual recognition agreements and other trade in services agreements, and of applications for Special Temporary Permits, initial registration, renewal of PIC, registration without examination, and conversion of specific professions; 6. Signs application for stateboard verification document; 7. Assists the PRBs in the conduct of career advocacy programs and other regulatory programs; 8. Directs and supervises the preparation of reports, documents, and correspondence; 9. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region; 10. Monitors and evaluates the implementation of regulation policies and programs, and recommends policies and programs to improve regional operations; 11. Assists in establishing and maintaining linkages with government agencies, non-government institutions, and private institutions; 12. Reviews and confirms the performance ratings of supervisors and employees in his division; and 13. Performs other related functions. |

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| 5 | Supervising Professional Regulations Officer | PRC-DOLEB-SVPREGO-86-2017 | 22 | Php65,319.00 | Bachelor's Degree | Sixteen (16) hours of relevant training | Three (3) years of relevant experience | Career Service (Professional) Second Level Eligibility | Region IV-B (Regulations Division) | <ol style="list-style-type: none"> 1. Assists the Division Chief in planning, directing, and controlling operations related to the implementation of regulation policies and programs; 2. Assists the Division Chief in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region; 3. Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs and policies in the regions, including the compliance of CPD providers, reviews and monitors the approval of applications for accreditation of CPD providers, programs and speakers, as well as firms, plants and machineries, and issues the Certificate of Accreditation thereof; 4. Reviews processed resolutions for COS/COBD/CON, including transmittals, reports, documents, and correspondence/communications; 5. Signs applications for stateboard verification documents; 6. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region; 7. Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations; 8. Assists in reviewing the performance ratings of supervisors and employees in his section; and 9. Performs other related functions. |
| 6 | Professional Regulations Officer III | PRC-DOLEB-PREGO3-80-2017 | 16 | Php33,584.00 | Bachelor's Degree | Four (4) hours of relevant training | One (1) year of relevant experience | Career Service (Professional) Second Level Eligibility | Region IV-B (Regulations Division) | <ol style="list-style-type: none"> 1. Assists in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region; 2. Assists in the conduct of stakeholder consultations and capacity-building activities pursuant to mutual recognition agreements, reciprocity agreements and other trade in services agreements, and national qualifications formulation and referencing; 3. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 4. Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the regions and the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including lifelong and self-directed learning; 5. Provides the CPD applicants the status of CPD application received from the CPD Council for updates; 6. Assists in the processing of application for the accreditation of professional organizations, firms/corporations and partnerships for the practice of professions, the accreditation of training programs and institutions, and the accreditation of specialty societies and organizations in the regions; 7. Prepares reports and documents for submission to the Regional Director and other oversight government agencies in the region; 8. Assists in the conduct of career advocacy and other regulatory programs in the region; and 9. Performs other related functions. |

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| 7 | Chief Professional Regulations Officer | PRC-DOLEB-CPREGO-75-2017 | 24 | Php83,406.00 | 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 | | Region IV-B (Licensure and Registration Division) | <ol style="list-style-type: none"> 1. Assists the Regional Director in providing administrative and logistical support to the PRBs in the evaluation of exam applicant's qualification, conduct of licensure examinations, and implementation of licensure policies and programs; 2. Assists the Regional Director in planning, directing, and controlling regional operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration; 3. Assists in recommending plans, policies, programs, guidelines, and standards relative to the processing of licensure and/or registration applications and administration of examinations; 4. Facilitates the establishment and maintenance of linkages with other government agencies and non-government and private institutions; 5. Supervises and monitors the undertaking of administrative preparations for and the conduct of examinations, oath taking, and other official functions; 6. Approves the prepared list of rooms, required number of exam personnel and corresponding office order; 7. Reviews and approves reports and communications; 8. Reviews inventories and records for disposal; and 9. Performs other related functions. |
| 8 | Supervising Professional Regulations Officer | PRC-DOLEB-SVPREGO-83-2017 | 22 | Php65,319.00 | Bachelor's Degree | Sixteen (16) hours of relevant training | Three (3) years of relevant experience | Career Service (Professional) Second Level Eligibility | | Region IV-B (Licensure and Registration Division-Application Section) | <ol style="list-style-type: none"> 1. Assists the Division Chief in planning, directing, and controlling operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration; 2. Approves/signs Certificates of Good Standing, authentications, and petitions for correction of entries; 3. Processes registration without exam and conversion of professional license; 4. Reviews/verifies petitions for correction of entries; 5. Drafts reports and documents submitted to the Regional Director and other oversight government agencies in the region; 6. Represents the office in court hearings in response to subpoena duces tecum; 7. Assists in monitoring and evaluating the implementation of registration policies and programs, and recommends policies and programs to improve regional operations; 8. Assists in reviewing the performance ratings of supervisors and employees in his section; and 9. Performs other related functions. |

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| 9 | Senior Professional Regulations Officer | PRC-DOLEB-SRPREGO-80-2017 | 19 | Php45,269.00 | Bachelor's Degree | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) Second Level Eligibility | Region IV-B (Licensure and Registration Division-Application Section) | <ol style="list-style-type: none"> 1. Assists in planning, directing, and controlling operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration; 2. Approves/signs Certificates of Good Standing, authentications, and petitions for correction of entries; 3. Processes registration without exam and application for conversion of professional license; 4. Reviews/verifies petitions for correction of entries; 5. Drafts reports and documents submitted to the Regional Director and other oversight government agencies in the region; 6. Represents the office in court hearings in response to subpoena duces tecum; 7. Assists in monitoring and evaluating the implementation of registration policies and programs, and recommends policies and programs to improve regional operations; 8. Assists in reviewing the performance ratings of supervisors and employees in his section; and 9. Performs other related functions. |
| 10 | Senior Professional Regulations Officer | PRC-DOLEB-SRPREGO-81-2017 | 19 | Php45,269.00 | Bachelor's Degree | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) Second Level Eligibility | Region IV-B (Licensure and Registration Division-Examination Section) | <ol style="list-style-type: none"> 1. Assists in planning, directing, and controlling operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration; 2. Approves/signs Certificates of Good Standing, authentications, and petitions for correction of entries; 3. Processes registration without exam and application for conversion of professional license; 4. Reviews/verifies petitions for correction of entries; 5. Drafts reports and documents submitted to the Regional Director and other oversight government agencies in the region; 6. Represents the office in court hearings in response to subpoena duces tecum; 7. Assists in monitoring and evaluating the implementation of registration policies and programs, and recommends policies and programs to improve regional operations; 8. Assists in reviewing the performance ratings of supervisors and employees in his section; and 9. Performs other related functions. |

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| 11 | Supervising Professional Regulations Officer | PRC-DOLEB-SVPREGO-85-2017 | 22 | Php65,319.00 | Bachelor's Degree | Sixteen (16) hours of relevant training | Three (3) years of relevant experience | Career Service (Professional) Second Level Eligibility | Region IV-B (Licensure and Registration Division-Registration Section) | <ol style="list-style-type: none"> 1. Assists the Division Chief in planning, directing, and controlling operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration; 2. Approves/signs Certificates of Good Standing, authentications, and petitions for correction of entries; 3. Processes registration without exam and conversion of professional license; 4. Reviews/verifies petitions for correction of entries; 5. Drafts reports and documents submitted to the Regional Director and other oversight government agencies in the region; 6. Represents the office in court hearings in response to subpoena duces tecum; 7. Assists in monitoring and evaluating the implementation of registration policies and programs, and recommends policies and programs to improve regional operations; 8. Assists in reviewing the performance ratings of supervisors and employees in his section; and 9. Performs other related functions. |
| 12 | Senior Professional Regulations Officer | PRC-DOLEB-SRPREGO-82-2017 | 19 | Php45,269.00 | Bachelor's Degree | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) Second Level Eligibility | Region IV-B (Licensure and Registration Division-Registration Section) | <ol style="list-style-type: none"> 1. Assists in planning, directing, and controlling operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration; 2. Approves/signs Certificates of Good Standing, authentications, and petitions for correction of entries; 3. Processes registration without exam and application for conversion of professional license; 4. Reviews/verifies petitions for correction of entries; 5. Drafts reports and documents submitted to the Regional Director and other oversight government agencies in the region; 6. Represents the office in court hearings in response to subpoena duces tecum; 7. Assists in monitoring and evaluating the implementation of registration policies and programs, and recommends policies and programs to improve regional operations; 8. Assists in reviewing the performance ratings of supervisors and employees in his section; and 9. Performs other related functions. |

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| 13 | Chief Administrative Officer | PRC-DOLEB-CADOF-58-2017 | 24 | Php83,406.00 | 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 | | Region IV-B (Finance and Administrative Division) | <ol style="list-style-type: none"> 1. Assists the Regional Director in planning and supervising the financial and administrative operations of the regional office; 2. Directs and supervises the preparation of financial and administrative reports, documents, and correspondence; 3. Prepares and submits regular reports, including special reports and documents, to the Commission, DBM, Commission on Audit, Civil Service Commission, and other oversight government agencies; 4. Monitors and evaluates the implementation of financial management and administrative policies and programs, and recommend policies and programs to improve regional operations; 5. Supervises the formulation of annual work and financial plan, physical target, accomplishment report, and planning tool of the Regional Office; 6. Encourages or causes the participation of staff in the conduct of disaster management activities in the Region or in nationwide campaign; 7. Reviews and approves the posting of regional website contents; and 8. Performs other related functions. |
| 14 | Supervising Administrative Officer | PRC-DOLEB-SADOF-57-2017 | 22 | Php65,319.00 | Bachelor's Degree relevant to the job | Sixteen (16) hours of relevant training | Three (3) years of relevant experience | Career Service (Professional) Second Level Eligibility | | Region IV-B (Finance and Administrative Division) | <ol style="list-style-type: none"> 1. Plans and coordinates the formulation of strategic and annual plans of the Regional Office, and regularly monitors and evaluates the progress of implementation, including GAD and other special projects; 2. Assists in the preparation of regional action plan, office performance and commitment review, and work and financial plan; 3. Monitors and reviews the performance of regional operating units in terms of targets set and accomplishment, and provides effective feedback mechanisms that will identify the issues and problems affecting regional operations; 4. Collaborates, networks, and coordinates with LIAs, LGUs, and other concerned stakeholders in government to gain support and high impact in the delivery of services and other related activities; 5. Consolidates the monthly, quarterly, and semi-annual physical and financial accomplishments vis-à-vis the physical and financial targets for submission to the Planning, Management and Financial Service Director; 6. Provides planning assistance to other line divisions/units for synchronization towards the overall direction and thrusts of the Regional Office; 7. Handles public information and assistance and communications; 8. Prepares Certifications of Performance of Schools in various licensure examinations; and 9. Performs other related functions. |

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| 15 | Accountant III | PRC-DOLEB-A3-57-2017 | 19 | Php45,269.00 | Bachelor's Degree in Commerce/Business Administration major in Accounting | Eight (8) hours of relevant training | Two (2) years of relevant experience | RA 1080 | Region IV-B (Finance and Administrative Division) | <ol style="list-style-type: none"> 1. Prepares financial statements and reports, consolidates monthly report of income, expenditures and allotments of the office, and maintains books of accounts; 2. Handles the withholding and remittance of taxes and the payment of government-mandated contributions (i.e.: PAG-IBIG; PhilHealth; GSIS, etc); 3. Conducts pre-audit of all financial transactions; 4. Implements internal accounting control and recommend improvements, if necessary; 5. Directs and supervises the accounting activities of the Regional Office; 6. Renders technical advice on financial and budgetary matters; 7. Implements administrative and financial policies for the control of allotments, expenditures, and collections; 8. Reviews vouchers, journal vouchers, treasury warrants, requisitions, purchase orders, financial reports, and trial balance before submitting to the supervisor for approval; 9. Monitors fund releases and cash position of the Regional Office; and 10. Performs other related functions. |
| 16 | Information Technology Officer I | PRC-DOLEB-ITO1-56-2017 | 19 | Php45,269.00 | Bachelor's Degree relevant to the job | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) Second Level Eligibility | Region IV-B (Finance and Administrative Division) | <ol style="list-style-type: none"> 1. Maintains and manages the ICT systems, database, and hardware; 2. Updates and maintains the contents of the regional website, as approved/reviewed by the Chief Administrative Officer; 3. Acts as the Webmaster of the regional website; 4. Generates statistical reports for regional planning, research, monitoring, and evaluation; 5. Assists and/or participates in the systems development life cycle of new information systems; 6. Troubleshoots and performs periodic preventive maintenance and services for IT resources and facilities, including network cabinets, encompass router, modem and hubs/switches, in coordination with the Technical Staff of the ICT Service to ensure reliable, efficient and cost-effective operations; 7. Acts as regional Network Administrator; 8. Coordinates with the ICT Service and Internet Service Provider (ISP) during network malfunctions/outage; 9. Establishes information exchange networks with other government agencies; and 10. Performs other related functions. |
| 17 | Administrative Officer V(HRMO III) | PRC-DOLEB-ADOF5-76-2017 | 18 | Php40,637.00 | Bachelor's Degree relevant to the job | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) Second Level Eligibility | Region IV-B (Finance and Administrative Division) | <ol style="list-style-type: none"> 1. Provides services related to personnel administration (e.g., recruitment and deployment, payroll management, personnel records maintenance and updating, leave administration, employee welfare, grievance system, administrative discipline), training, and other HRD services including performance management systems; 2. Acts as Secretariat to the Regional Selection and Promotion Board and other regional HRD-related committees; 3. Assists in the planning and implementation of GAD related training program and projects in the Region; 4. Prepares Travel Orders, Special Orders, Memoranda and other HR-related issuances; 5. Liaises with government entities on personnel-related matters; 6. Coordinates, implements, and evaluates human resource management/development programs; and 7. Performs other related functions. |

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| 18 | Administrative Officer V (Supply Officer III) | PRC-DOLEB-ADOF5-77-2017 | 18 | Php40,637.00 | Bachelor's Degree relevant to the job | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) Second Level Eligibility | | Region IV-B (Finance and Administrative Division) | <ol style="list-style-type: none"> 1. Provides procurement and supply and property management services, including the preparation of the Regional Project Procurement and Management Plan (PPMP); 2. Acts as member of the Secretariat to the Regional Bids and Awards Committee and the Inventory and Disposal Committee in the disposal of unserviceable equipment and properties; 3. Provides general services, including building/facilities administration and maintenance; 4. Coordinates and provides transportation requirements of licensure examination and regulatory functions in the region; 5. Prepares necessary documents/attachments related to the procurement of office supplies/materials and equipment, and for repairs and maintenance of office vehicles; 6. Coordinates the annual inventory of office equipment/properties and monthly inventory of office supplies and materials, and submits corresponding reports; 7. Checks deliveries of office supplies/materials and equipment, and stores and issues the same to concerned offices upon receipt of request; 8. Maintains individual records of all purchased supplies, materials, and equipment, and issues accountability receipts to individual employees; 9. Processes necessary documents relative to the renewal of Insurance Registration/License and process claims; and 10. Performs other related functions. |
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| 19 | Administrative Officer III (Cashier II) | PRC-DOLEB-ADOF3-69-2017 | 14 | Php27,755.00 | Bachelor's Degree relevant to the job | Four (4) hours of relevant training | One (1) year of relevant experience | Career Service (Professional) Second Level Eligibility | Region IV-B (Finance and Administrative Division) | <ol style="list-style-type: none"> 1. Supervises the collection and handles the deposit of fees and charges; 2. Supervises the balancing of the receipts issued with the collections; 3. Prepares reports of collections (Daily Report of Collection, Abstract of Collection, Summary of the entire collection and transaction of mobile services, Summary of Collection and Deposits for the Bureau of Treasury); 4. Prepares request for certification of deposited collection from the Bureau of Treasury; 5. Prepares the summary of daily collections and Statement of Account Current; 6. Prepares collections and deposit slips; 7. Handles the custody of accountable forms and bond of accountable officers; 8. Prepares cash vouchers with supporting documents/papers; 9. Disburses funds for all activities in the Regional Office operations; 10. Prepares report of disbursement/list of cash items for liquidation/replenishment of MOOE; and Performs other related functions. |
| 20 | Administrative Officer I (Cashier I) | PRC-DOLEB-ADOF1-46-2017 | 10 | Php19,233.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | Region IV-B (Finance and Administrative Division) | <ol style="list-style-type: none"> 1. Handles the collection of fees and charges; 2. Balances the receipts issued with the collections; 3. Assists in the preparation of request of certification of deposited collection from the Bureau of Treasury; 4. Assists in the preparation of deposits of collection; 5. Assists in the preparation of summary of daily collections and Statement of Account Current, and reports of collections; and 6. 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 27-July-19.

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:

MARECRIZ Q. ARELLANO
Administrative Officer V (HRMO III)
 2nd Floor Grand Central Terminal, Ilayang
 Dupay, Lucena City, 4301
prc.lucena@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.