

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

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:


L. LOUIS P. VALERA
Assistant Commissioner

Date: April 17, 2024

| 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 | Professional Regulations Officer II | PRC-DOLEB- PREGO2-56- 2008 | 13 | 31320 | Bachelor's Degree | None Required | None Required | Career Service (Professional) Second Level Eligibility | N/A | Region V (Regulation Division) |
| 2 | Accountant III | PRC-DOLEB- A3-56-2017 | 19 | 51357 | Bachelor's degree in Commerce/Bus iness Administration major in Accounting | Eight (8) hours of relevant training | Two (2) years of relevant experience | RA 1080 | N/A | Region V (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 May 8, 2024

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 (The date of PDS must be within the publication period);
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.
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);

The following documents will be submitted only by the Top Five (5) Ranked Candidates

8. NBI clearance or proof of application; **(for private employees)**
9. NBI, CSC, Ombudsman, Sandiganbayan Clearances or proof of application **(for government employees)**;
10. Medical Declaration Form **(can be downloaded at PRC website); and**
11. Personality Test

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

MR. SHARO B. LO

Director III, Regional Office V - Legaspi

Regional Office No. V, Regional

prclegazpi.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.