

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 VI	PRC-DOLEB-ADA6-59-2008	6	Php15,524.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Region VI (Licensure and Registration Division-Registration Section)	1. Receives requests for authentication, certification, and verification, checks completeness of supporting documents, and determines number of copies requested; 2. Verifies the professional status of client and, if in order, prepares Certification and affixes documentary stamps and dry seal of the Commission; 3. Checks the quality of the printed Professional Identification Card (PIC) and enters serial number in the database; 4. Generates the list of printed PICs, including spoiled PICs, in preparation for the issuance thereof; 5. Prepares the list of unclaimed PICs and turns over the same to the Releasing Unit Head for safekeeping; and 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:

FLOYD P. ALAGBAN

HRMO Designate

2nd Floor, Gaisano Iloilo City Center, Benigno Aquino
 Avenue, San Rafael, Mandurriao, Iloilo City

prc.iloilo3@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.