

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 III (Driver I)	PRC-DOLEB-ADA3-57- 2008	3	Php13,019.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	Professional Driver's License		Region VII (Office of the Director)	1. Drives the vehicles of the Regional Director in accordance with approved trip tickets and transports officers and employees with approved Travel Order to their destinations; 2. Prepares trip tickets and records gas consumption and number of kilometers travelled; 3. Attends to/supervises the maintenance and servicing of the vehicle operated; 4. Checks and performs minor repair and troubleshooting of vehicles; 5. Performs messengerial tasks, as requested/needed; 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 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:

MARILOU C. BAYKING

 Administrative Officer V (HRMO III)

 HVG Arcade, Subangdaku, Mandaue City, Cebu

prc.cebucity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.