

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

J. M. D. Castillo Jr.
Senior Human Resource Specialist

26 JAN 2026

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the PROFESSIONAL REGULATION COMMISSION:

CSC – FO Office of the President

M. L. Rodriguez
ATTY. MARIA LOURAINA S. RODRIGUEZ
HRMO

Date: January 26, 2026

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency/ Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Attorney IV	PRC-DOLEB- ATY4-62-2017	23	91306	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	Region XII (Office of the Director)
2	Attorney III	PRC-DOLEB- ATY3-61-2017	21	73303	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Region XII (Office of the Director)
3	Administrative Assistant I	PRC-DOLEB- ADAS1-60-2017	7	20914	Completion of 2 years of studies in college (prior to 2018), OR High School Graduate with relevant vocational/trade course (prior to 2018) OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub- professional) First Level Eligibility	N/A	Region XII (Office of the Director)
4	Professional Regulations Officer II	PRC-DOLEB- PREGO2-61- 2017	13	36125	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Region XII (Regulations Division)

5	Professional Regulations Assistant	PRC-DOLEB-PREGA-59-2017	8	22423	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Region XII (Licensure and Registration Division-Examination Section)
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Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **February 16, 2026**

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025), digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license, and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the Indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation. This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be.

MR. ROTELO B. CABUGSA

Director III, PRC Regional Office XII - Koronadal

PRC Region XII, Regional Government Center, Brgy. Carpenter Hill, Koronadal City

0917-127-3922

ro12.hr@prc.gov.ph

(Active Telephone/Mobile Number and Email Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.