

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION

Date: July 28, 2021

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 I (Utility Worker I)	PRC-DOLEB-ADA1-63-2008	1	Php12,034.00	Must be able to read and write	None required	None required	None required		NCR (Licensure and Registration Division - Examination Section)	1.Assists the officers and staff of the Examination Section; 2.Maintains the orderliness of the office area; and 3.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 August 7, 2021.

1. Letter of Intent indicating the position, item number and place of assignment of the position that you are applying for;
2. Fully accomplished **NOTARIZED** Personal Data Sheet (PDS) with recent passport-sized picture and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. NBI clearance;
7. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
8. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current private employer; and
9. Medical Declaration Form for vacant positions (see below "**Click HERE for the Additional Requirements and Medical Certificate**")

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

ARMIDA M. RAMIREZ

HRMO Designate

P. Paredes St. cor N Reyes St.,
Sampaloc, Manila

prcnchr@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.