

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION

Date: April 7, 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 Assistant I	PRC-DOLEB-ADAS1-38-2008	7	Php17,179.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Cordillera Administrative Region (Licensure and Registration Division - Examination Section)	1.Encode administrative communications relative to the preparation for the conduct of licensure examinations; 2.Assists in the preparation of examination supplies and materials, as well as the required reports; 3.Assists in the disposal of used and unused examination test papers and booklets and other examination materials, and prepares the report of disposal; 4.Compiles and takes custody of the Personal Data Sheet and records of applicants for room watchers, floor supervisors, building supervisors, and supply officers and aides, as well as attendance supervisors; 5.Prepare room watchers' appointments, IDs, manuals, and other examination paraphernalia; 6.Assists in drafting communication letters for offices, establishments and agencies regarding the provision of uninterruptible power supply, and for PNP/NBI for security assistance during the conduct of activities related to licensure examinations; 7.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 May 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. Certificates of Relevant Trainings and Seminars attended;
7. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
8. A certification issued by the HR/Administrative Officer that the applicant has been performing supervisory/ managerial functions and managing a number of staff for a number of years;
9. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
10. NBI clearance;
11. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
12. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
13. Medical Declaration Form (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:

IVY D. GAYON
Administrative Officer V (HRMO III)
Pine Lake View Building, No. 09 Otek Street, corner
Benjamin R. Salvosa Drive, Brgy. Rizal Monument,
Baguio City, 2600
car@prc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.