

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

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 III	PRC-DOLEB-ADAS3-27-2021	9	Php19,593.00	Completion of two year studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Subprofessional)/First Level Eligibility		Region VIII (Office of the Director)	1.Receives calls and guests for the Regional Director; 2.Receives and logs personal and routed letters for the Regional Director and forwards the same for information; 3.Receives and organizes all papers for action of the Regional Director; 4.Schedules and keeps a record of the Regional Director's appointments; 5.Types and encodes communication letters, periodic reports, and other documents for submission to PRC-CO, concerned government agencies, LGUs, and other private organizations; 6.Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and 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:

DHORIE JANE D. SULLA
 Administrative Officer V (HRMO III)
 2nd Floor, Uytingkoc Bldg., Senator Enage St., Tacloban
 City
prctachrsection@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.