

CS Form No. 9

Series of 2017

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must be in MS Excel format

Republic of the Philippines  
Professional Regulations Commission  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Professional Regulation Commission (PRC) in the CSC website:

TEOFILO S. PILANDO, JR.

Chairman

Date: February 15, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Attorney IV	PRC-DOLEB-ATY4-73-2017	23	65,604.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Office of the Director
2	Attorney III	PRC-DOLEB-ATY3-64-2017	21	52,554.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Office of the Director
3	Administrative Assistant III	PRC-DOLEB-ADAS3-65-2017	9	17,473.00	Completion of two-year studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Office of the Director
4	Administrative Assistant I	PRC-DOLEB-ADAS1-64-2017	7	15,254.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Office of the Director

5	Administrative Aide IV (Driver II)	PRC-DOLEB-ADA4-79-2008	4	12,674.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	Professional Driver's License		Office of the Director
6	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-85-2017	24	73,299.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Regulations Division
7	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-105-2017	22	58,717.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Regulations Division
8	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-100-2017	19	42,099.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Regulations Division
9	Professional Regulations Officer III	PRC-DOLEB-PREGO3-97-2017	16	31,765.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Regulations Division
10	Professional Regulations Officer II	PRC-DOLEB-PREGO2-88-2017	13	24,224.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Regulations Division
11	Professional Regulations Officer I	PRC-DOLEB-PREGO1-89-2017	11	20,179.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Regulations Division

12	Professional Regulations Assistant	PRC-DOLEB-PREGA-71-2017	8	16,282.00	Completion of two years studies in College	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Sub-professional) First Level Eligibility		Regulations Division
13	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-84-2017	24	73,299.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division
14	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-104-2017	22	58,717.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Registration Section
15	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-99-2017	19	42,099.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Registration Section
16	Professional Regulations Officer III	PRC-DOLEB-PREGO3-96-2017	16	31,765.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Registration Section
17	Professional Regulations Officer II	PRC-DOLEB-PREGO2-87-2017	13	24,224.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Registration Section
18	Professional Regulations Officer I	PRC-DOLEB-PREGO1-88-2017	11	20,179.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Registration Section

19	Professional Regulations Assistant	PRC-DOLEB-PREGA-70-2017	8	16,282.00	Completion of two years studies in College	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Sub-professional) First Level Eligibility		Licensure and Registration Division-Registration Section
20	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-102-2017	22	58,717.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Application Section
21	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-97-2017	19	42,099.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Application Section
22	Professional Regulations Officer III	PRC-DOLEB-PREGO3-94-2017	16	31,765.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Application Section
23	Professional Regulations Officer II	PRC-DOLEB-PREGO2-85-2017	13	24,224.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Application Section
24	Professional Regulations Officer I	PRC-DOLEB-PREGO1-86-2017	11	20,179.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Application Section
25	Professional Regulations Assistant	PRC-DOLEB-PREGA-68-2017	8	16,282.00	Completion of two years studies in College	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Sub-professional) First Level Eligibility		Licensure and Registration Division-Application Section

26	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-103-2017	22	58,717.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Examination Section
27	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-98-2017	19	42,099.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Examination Section
28	Professional Regulations Officer III	PRC-DOLEB-PREGO3-95-2017	16	31,765.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Examination Section
29	Professional Regulations Officer II	PRC-DOLEB-PREGO2-86-2017	13	24,224.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Examination Section
30	Professional Regulations Officer I	PRC-DOLEB-PREGO1-87-2017	11	20,179.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Licensure and Registration Division-Examination Section
31	Professional Regulations Assistant	PRC-DOLEB-PREGA-69-2017	8	16,282.00	Completion of two years studies in College	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service (Sub-professional) First Level Eligibility		Licensure and Registration Division-Examination Section
32	Chief Administrative Officer	PRC-DOLEB-CADOF-63-2017	24	73,299.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division

33	Supervising Administrative Officer	PRC-DOLEB-SADOF-60-2017	22	58,717.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division
34	Accountant III	PRC-DOLEB-A3-62-2017	19	42,099.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Finance and Administrative Division

35	Information Technology Officer I	PRC-DOLEB-ITO1-60-2017	19	42,099.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division
36	Administrative Officer V (Budget Officer III)	PRC-DOLEB-ADOF5-87-2017	18	38,085.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division
37	Administrative Officer V (HRMO III)	PRC-DOLEB-ADOF5-88-2017	18	38,085.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division
38	Administrative Officer III (Supply Officer II)	PRC-DOLEB-ADOF3-78-2017	14	26,494.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division
39	Administrative Officer III (Records Officer II)	PRC-DOLEB-ADOF3-79-2017	14	26,494.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division
40	Administrative Officer III (Cashier II)	PRC-DOLEB-ADOF3-80-2017	14	26,494.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division
41	Administrative Officer II (Cashier I)	PRC-DOLEB-ADOF2-57-2017	11	20,179.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division

42	Administrative Assistant II (Cash Clerk III)	PRC-DOLEB-ADAS2-56-2017	8	16,282.00	Completion of two-year studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Finance and Administrative Division
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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 March 1, 2018.

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

Professional Regulation Commission  
Human Resource Development Division  
P. Paredes St., Sampaloc, Manila, 1008  
[prc.hrmd@gmail.com](mailto:prc.hrmd@gmail.com)

OR

Professional Regulation Commission  
Baguio Regional Office  
Pine Lake View Building, No. 09 Otek Street  
corner Benjamin R. Salvosa Drive,  
Brgy. Rizal Monument, Baguio City, 2600  
[prc.baguio@gmail.com](mailto:prc.baguio@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**