

VACANT POSITION : Attorney V
ITEM NUMBER : PRC-DOLEB-ATY5-30-2008
SALARY GRADE : 25
PLACE OF ASSIGNMENT : Regulations Office
EDUCATION : Bachelor of Laws
EXPERIENCE : 3 yrs. relevant experience
TRAINING : 16 hrs. of relevant training
ELIGIBILITY : RA 1080

VACANT POSITION : Chief Professional Regulations Officer
ITEM NUMBER : PRC-DOLEB-CPREGO-31-2008
SALARY GRADE : 24
PLACE OF ASSIGNMENT : Application & Qualification Division
EDUCATION : Master's Degree
EXPERIENCE : 4 yrs. in position/s involving management and Supervision
TRAINING : 24 hrs. training in management and supervision
ELIGIBILITY : CS Professional/Second Level Eligibility

VACANT POSITION : Chief Professional Regulations Officer
ITEM NUMBER : PRC-DOLEB-CPREGO-32-2008
SALARY GRADE : 24
PLACE OF ASSIGNMENT : Examination Services Division
EDUCATION : Master's Degree
EXPERIENCE : 4 yrs. in position/s involving management and supervision
TRAINING : 24 hrs. training in management and supervision
ELIGIBILITY : CS Professional/Second Level Eligibility

VACANT POSITION : Chief Professional Regulations Officer
ITEM NUMBER : PRC-DOLEB-CPREGO-34-2008
SALARY GRADE : 24
PLACE OF ASSIGNMENT : Registration Division
EDUCATION : Master's Degree
EXPERIENCE : 4 yrs. in position/s involving management and supervision
TRAINING : 24 hrs. Training in management and supervision
ELIGIBILITY : CS Professional/Second Level Eligibility

VACANT POSITION : Chief Administrative Officer (Cashier V)
ITEM NUMBER : PRC-DOLEB-CADOF-31-2008
SALARY GRADE : 24
PLACE OF ASSIGNMENT : Cash Division
EDUCATION : Master's Degree
EXPERIENCE : 4 yrs. in position/s involving management and supervision
TRAINING : 24 hrs. training in management and supervision
ELIGIBILITY : CS Professional/Second Level Eligibility

VACANT POSITION : Accountant I
ITEM NUMBER : PRC-DOLEB-A1-52-2008
SALARY GRADE : 12
PLACE OF ASSIGNMENT : Accounting Division
EDUCATION : Bachelor's Degree in Commerce/Business
Administration major in Accounting
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080

VACANT POSITION : Administrative Aide IV (Accounting Clerk I)
ITEM NUMBER : PRC-DOLEB-ADA4-52-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Accounting Division
EDUCATION : Completion of 2 yrs. studies in College
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : CS Sub Professional/First Level Eligibility

VACANT POSITION : Administrative Aide IV (Accounting Clerk I)
ITEM NUMBER : PRC-DOLEB-ADA4-53-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Accounting Division
EDUCATION : Completion of 2 yrs. studies in College
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : CS Sub Professional/First Level Eligibility

VACANT POSITION : Administrative Aide IV (Clerk II)
ITEM NUMBER : PRC-DOLEB-ADA4-83-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Registration Division
EDUCATION : Completion of 2 yrs. studies in College
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : CS Sub Professional/First Level Eligibility

VACANT POSITION : Administrative Aide IV (Clerk II)
ITEM NUMBER : PRC-DOLEB-ADA4-37-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Administrative Division
EDUCATION : Completion of 2 yrs. studies in College
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : CS Sub Professional/First Level Eligibility

VACANT POSITION : Administrative Aide IV (Clerk II)
ITEM NUMBER : PRC-DOLEB-ADA4-57-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Examination Services Division
EDUCATION : Completion of 2 yrs. studies in College
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : CS Sub Professional/First Level Eligibility

VACANT POSITION : Professional Regulations Officer III
ITEM NUMBER : PRC-DOLEB-PREGO3-37-2008
SALARY GRADE : 16
PLACE OF ASSIGNMENT : Application & Qualification Division
EDUCATION : Bachelor's Degree
EXPERIENCE : 1 yr. of relevant experience
TRAINING : 4 hrs. of relevant training
ELIGIBILITY : CS Professional/Second Level Eligibility

VACANT POSITION : Administrative Officer I (Cashier I)
ITEM NUMBER : PRC-DOLEB-ADOF1-44-2008
SALARY GRADE : 10
PLACE OF ASSIGNMENT : Baguio City Extension Office
EDUCATION : Bachelor's Degree
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : CS Professional/Second Level Eligibility

VACANT POSITION : Administrative Assistant I (Computer Operator I)
ITEM NUMBER : PRC-DOLEB-ADAS1-41-2008
SALARY GRADE : 7
PLACE OF ASSIGNMENT : Legaspi City Extension Office
EDUCATION : Completion of two yrs. studies in College or High School
Graduate with relevant vocational/trade course
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : CS SubProfessional/ Data Encoder (MC 11,s 96 – Cat I) /
First Level Eligibility

VACANT POSITION : Administrative Officer I (Cashier I)
ITEM NUMBER : PRC-DOLEB-ADOF1-47-2008
SALARY GRADE : 10
PLACE OF ASSIGNMENT : Cagayan de Oro City Extension Office
EDUCATION : Bachelor's Degree
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : CS Professional/Second Level Eligibility

VACANT POSITION : Administrative Assistant I (Computer Operator I)
ITEM NUMBER : PRC-DOLEB-ADAS1-47-2008
SALARY GRADE : 7
PLACE OF ASSIGNMENT : Davao City Extension Office
EDUCATION : Completion of 2 yrs. studies in College or High School
Graduate with relevant vocational/trade course
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : CS Sub Professional/
Data Encoder (MC 11, s. 96-CAT I) / First Level Eligibility

VACANT POSITION : Professional Regulations Assistant
ITEM NUMBER : PRC-DOLEB-PREGA-72-2008
SALARY GRADE : 8
PLACE OF ASSIGNMENT : Tuguegarao City Extension Office
EDUCATION : Completion of two yrs. studies in College
EXPERIENCE : 1 yr. of relevant experience
TRAINING : 4 hrs of relevant training
ELIGIBILITY : CS Sub Professional / First Level Eligibility

VACANT POSITION : Administrative Assistant I (Computer Operator I)
ITEM NUMBER : PRC-DOLEB-ADAS1-53-2008
SALARY GRADE : 7
PLACE OF ASSIGNMENT : Iloilo City Extension Office
EDUCATION : Completion of two yrs. studies in college or High School
Graduate with relevant vocational/trade course
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : CS Sub Professional / Data Encoder (MC 11,s 96 – Cat I) /
First Level Eligibility

VACANT POSITION : Administrative Assistant I (Computer Operator I)
ITEM NUMBER : PRC-DOLEB-ADAS1-56-2008
SALARY GRADE : 7
PLACE OF ASSIGNMENT : Lucena City Extension Office
EDUCATION : Completion of two yrs. studies in College or High
School Graduate with relevant Vocational/Trade course
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : CS Sub Professional/Data Encoder (MC 11,s 96-Cat I)/
First Level Eligibility

Interested applicants must submit their **letter of intent, updated Personal Data Sheet (PDS), original copy of Transcript of Record and eligibility, and Training Certificates** to the Human Resource Management Division (HRMD) on or **before March 6, 2015**.

For PRC Regional/Extensions Office applicants, kindly submit the above requirements directly to the concerned Regional/Extension Office.