

VACANT POSITION : Administrative Aide IV (Clerk II)
ITEM NUMBER : PRC-DOLEB-ADA4-36-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Regulations Division
EDUCATION : Completion of two-year studies in College
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (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 : Regulations Division
EDUCATION : Completion of two-year studies in College
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Sub-professional)
First Level Eligibility

VACANT POSITION : Administrative Aide VI (Utility Foreman)
ITEM NUMBER : PRC-DOLEB-ADA6-64-2008
SALARY GRADE : 6
PLACE OF ASSIGNMENT : Licensure and Registration Division
EDUCATION : Elementary School Graduate
EXPERIENCE : One (1) year of relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : None required

VACANT POSITION : Administrative Aide VI (Clerk III)
ITEM NUMBER : PRC-DOLEB-ADA6-66-2008
SALARY GRADE : 6
PLACE OF ASSIGNMENT : Licensure and Registration Division
EDUCATION : Completion of two-year studies in College
EXPERIENCE : One (1) year of relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : Career Service (Sub-professional)
First Level Eligibility

VACANT POSITION : Administrative Aide IV (Storekeeper I-D)
ITEM NUMBER : PRC-DOLEB-ADA4-35-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Licensure and Registration Division
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : None required

VACANT POSITION : Administrative Aide IV (Reproduction Machine Operator II-B)
ITEM NUMBER : PRC-DOLEB-ADA4-44-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Licensure and Registration Division
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : None required

VACANT POSITION : Administrative Aide IV (Reproduction Machine Operator II-B)
ITEM NUMBER : PRC-DOLEB-ADA4-56-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Licensure and Registration Division
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : None required

VACANT POSITION : Administrative Aide IV (Bookbinder II)
ITEM NUMBER : PRC-DOLEB-ADA4-74-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Licensure and Registration Division
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : None required

VACANT POSITION : Administrative Aide IV (Reproduction Machine Operator II-B)
ITEM NUMBER : PRC-DOLEB-ADA4-75-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Licensure and Registration Division
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : None required

VACANT POSITION : Administrative Aide IV (Bookbinder II)
ITEM NUMBER : PRC-DOLEB-ADA4-81-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Licensure and Registration Division
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : None required

VACANT POSITION : Administrative Aide IV (Clerk II)
ITEM NUMBER : PRC-DOLEB-ADA4-82-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Licensure and Registration Division
EDUCATION : Completion of two-year studies in College
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (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 : Licensure and Registration Division
EDUCATION : Completion of two-year studies in College
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Sub-professional)
First Level Eligibility

VACANT POSITION : Administrative Aide IV (Reproduction Machine Operator II-B)
ITEM NUMBER : PRC-DOLEB-ADA4-86-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Licensure and Registration Division
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : None required

VACANT POSITION : Administrative Aide IV (Reproduction Machine Operator II-B)
ITEM NUMBER : PRC-DOLEB-ADA4-87-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Licensure and Registration Division
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : None required

VACANT POSITION : Administrative Aide III (Driver I)
ITEM NUMBER : PRC-DOLEB-ADA3-46-2008
SALARY GRADE : 3
PLACE OF ASSIGNMENT : Licensure and Registration Division
EDUCATION : Must be able to read and write
Elementary School Graduate
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Professional Driver's License

VACANT POSITION : Supervising Administrative Officer
ITEM NUMBER : PRC-DOLEB-SADOF-47-2017
SALARY GRADE : 22
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Bachelor's Degree relevant to the job
EXPERIENCE : Three (3) years of relevant experience
TRAINING : Sixteen (16) hours of relevant training
ELIGIBILITY : Career Service (Professional)
Second Level Eligibility

VACANT POSITION : Administrative Officer V (Budget Officer III)
ITEM NUMBER : PRC-DOLEB-ADOF5-64-2017
SALARY GRADE : 18
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Bachelor's Degree relevant to the job
EXPERIENCE : Two (2) years of relevant experience
TRAINING : Eight (8) hours of relevant training
ELIGIBILITY : Career Service (Professional)
Second Level Eligibility

VACANT POSITION : Administrative Officer V (HRMO III)
ITEM NUMBER : PRC-DOLEB-ADOF5-65-2017
SALARY GRADE : 18
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Bachelor's Degree relevant to the job
EXPERIENCE : Two (2) years of relevant experience
TRAINING : Eight (8) hours of relevant training
ELIGIBILITY : Career Service (Professional)
Second Level Eligibility

VACANT POSITION : Accountant III
ITEM NUMBER : PRC-DOLEB-A3-63-2017
SALARY GRADE : 19
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Bachelor's Degree in Commerce/Business
Administration major in Accounting
EXPERIENCE : Two (2) years of relevant experience
TRAINING : Eight (8) hours of relevant training
ELIGIBILITY : RA 1080

VACANT POSITION : Information Technology Officer I
ITEM NUMBER : PRC-DOLEB-ITO1-46-2017
SALARY GRADE : 19
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Bachelor's Degree relevant to the job
EXPERIENCE : Two (2) years of relevant experience
TRAINING : Eight (8) hours of relevant training
ELIGIBILITY : Career Service (Professional)
Second Level Eligibility

VACANT POSITION : Administrative Officer III (Cashier II)
ITEM NUMBER : PRC-DOLEB-ADOF3-81-2017
SALARY GRADE : 14
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Bachelor's Degree relevant to the job
EXPERIENCE : One (1) year of relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : Career Service (Professional)
Second Level Eligibility

VACANT POSITION : Administrative Officer I (Cashier I)
ITEM NUMBER : PRC-DOLEB-ADOF1-45-2017
SALARY GRADE : 10
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Bachelor's Degree relevant to the job
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Professional)
Second Level Eligibility

VACANT POSITION : Administrative Aide VI (Clerk III)
ITEM NUMBER : PRC-DOLEB-ADA6-39-2008
SALARY GRADE : 6
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Completion of two-year studies in College
EXPERIENCE : One (1) year of relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : Career Service (Sub-professional)
First Level Eligibility

VACANT POSITION : Administrative Aide VI (Clerk III)
ITEM NUMBER : PRC-DOLEB-ADA6-40-2008
SALARY GRADE : 6
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Completion of two-year studies in College
EXPERIENCE : One year of relevant experience
TRAINING : One (1) year of relevant experience
TRAINING : Four (4) hours of relevant training
First Level Eligibility

VACANT POSITION : Administrative Aide VI (Data Entry Machine Operator I)
ITEM NUMBER : PRC-DOLEB-ADA6-43-2008
SALARY GRADE : 6
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Completion of two-year studies in College or High
School Graduate with relevant vocational/trade course
EXPERIENCE : One (1) year of relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : Data Encoder, Career Service (Sub-professional)
First Level Eligibility

VACANT POSITION : Administrative Aide VI (Clerk III)
ITEM NUMBER : PRC-DOLEB-ADA6-44-2008
SALARY GRADE : 6
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Completion of two-year studies in College
EXPERIENCE : One (1) year of relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : Career Service (Sub-professional)
First Level Eligibility

VACANT POSITION : Administrative Aide VI (Clerk III)
ITEM NUMBER : PRC-DOLEB-ADA6-45-2008
SALARY GRADE : 6
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Completion of two-year studies in College
EXPERIENCE : One (1) year of relevant experience
TRAINING : Four (4) hours of relevant training
ELIGIBILITY : Career Service (Sub-professional)
First Level Eligibility

VACANT POSITION : Administrative Aide IV (Bookbinder II)
ITEM NUMBER : PRC-DOLEB-ADA4-53-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : None required

VACANT POSITION : Administrative Aide IV (Storekeeper I-D)
ITEM NUMBER : PRC-DOLEB-ADA4-72-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : None required

VACANT POSITION : Administrative Aide IV (Reproduction Machine Operator II-B)
ITEM NUMBER : PRC-DOLEB-ADA4-84-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Finance and Administrative Division
EDUCATION : Elementary School Graduate
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : None required

VACANT POSITION : Administrative Aide IV (Driver II)
ITEM NUMBER : PRC-DOLEB-ADA4-85-2008
SALARY GRADE : 4
PLACE OF ASSIGNMENT : Office of the Director
EDUCATION : Must be able to read and write
Elementary School Graduate
EXPERIENCE : None Required
TRAINING : None Required
ELIGIBILITY : Professional Driver's License

PRC-HRDD is inviting qualified applicants (including next-in-rank employees) to apply for vacant positions listed in the attached sheets.

Outsider applicants must submit their Letter of Intent per position applied for and one set of the following:

1. Updated Personal Data Sheet (CS Form No. 212);
2. Authenticated Copy of Transcript of Records;
3. Authenticated Copy of Eligibility;
4. Photocopy of Certificate of Employment (original copies to be presented);
5. Certificates of Relevant Trainings and Seminars attended;
6. Copy of performance ratings for the last two (2) rating periods (for government employees only)

Permanent employees of the Commission who may want to apply for any of the vacant positions shall submit the following:

1. Letter of Intent per position applied for;
2. Updated Personal Data Sheet (CS Form No. 212);
3. Latest Certificates of Relevant Trainings and Seminars attended

Only those who filed their letter of intent shall be considered for initial assessment and possible qualification for deliberation.

Interested applicants shall submit their letter of intent and application documents addressed to:

Professional Regulation Commission
Human Resource Development Division
P. Paredes St., Sampaloc, Manila

Deadline of submission is on September 17, 2017.