

Date: October 4, 2018

No.	Position Title (Parenthetical Title, if applicable)	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-ATY4-61-2017	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-ATY3-60-2017	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-ADAS3-52-2017	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-ADAS1-59-2017	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	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-57-2017	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
6	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-54-2017	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
7	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-54-2017	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
8	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-55-2017	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
9	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-52-2017	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

10	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-56-2017	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
11	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-53-2017	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
12	Chief Administrative Officer	PRC-DOLEB-CADOF-49-2017	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
13	Supervising Administrative Officer	PRC-DOLEB-SADOF-48-2017	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		Finance and Administrative Division

14	Information Technology Officer I	PRC-DOLEB-ITO1-47-2017	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
15	Administrative Officer V(HRMO III)	PRC-DOLEB-ADOF5-56-2017	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
29	Administrative Assistant II (Cash Clerk III)	PRC-DOLEB-ADAS2-52-2017	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

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 October 31, 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;
2. Performance rating **in the last rating period** (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:

GAY M. SOLIVA

Professional Regulation Commission

Human Resource Development Division

P. Paredes St., Sampaloc, Manila

prc.rspshr@gmail.com

ROTELO B. CABUGSA

Professional Regulation Commission

Cagayan de Oro Regional Office

Sjypark, Limketkai Center, Cagayan de Oro City

prc.cdo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.