

Date: January 3, 2019

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	Administrative Assistant I	PRC-DOLEB-ADAS1-49-2008	7	Php15,738.00	Completion of two-year studies in College or High School Graduate w/ relevant vocational trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Region II (Finance and Administrative Division)
2	Professional Regulations Assistant	PRC-DOLEB-PREGA-72-2008	8	Php16,758.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Region II (Licensure and Registration Division)
3	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-96-2017	22	Php65,319.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region II (Licensure and Registration Division)
4	Professional Regulations Officer III	PRC-DOLEB-PREGO3-89-2017	16	Php33,584.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Region II (Licensure and Registration Division)
5	Professional Regulations Officer I	PRC-DOLEB-PREGO1-83-2017	11	Php20,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Region II (Licensure and Registration Division)
6	Professional Regulations Assistant	PRC-DOLEB-PREGA-71-2008	8	Php16,758.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Region II (Regulations 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 02-01-2019.

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:

JOY CHRISTY O. PULANGCO

Administrative Officer V (HRMO III)

Regional Government Center, Carig Sur,
Tuguegarao City, Cagayan

prc.tuguegaro@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.