

VACANT POSITION : Attorney IV  
ITEM NUMBER : PRC-DOLEB-ATY4-62-2017  
SALARY GRADE : 23  
PLACE OF ASSIGNMENT : Office of the Director  
EDUCATION : Bachelor of Laws  
EXPERIENCE : Two (2) years of relevant experience  
TRAINING : Eight (8) hours of relevant training  
ELIGIBILITY : RA 1080

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VACANT POSITION : Attorney III  
ITEM NUMBER : PRC-DOLEB-ATY3-61-2017  
SALARY GRADE : 21  
PLACE OF ASSIGNMENT : Office of the Director  
EDUCATION : Bachelor of Laws  
EXPERIENCE : One (1) year of relevant experience  
TRAINING : Four (4) hours of relevant training  
ELIGIBILITY : RA 1080

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VACANT POSITION : Administrative Assistant III  
ITEM NUMBER : PRC-DOLEB-ADAS3-53-2017  
SALARY GRADE : 9  
PLACE OF ASSIGNMENT : Office of the Director  
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

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VACANT POSITION : Administrative Assistant I  
ITEM NUMBER : PRC-DOLEB-ADAS1-60-2017  
SALARY GRADE : 7  
PLACE OF ASSIGNMENT : Office of the Director  
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 (Driver II)  
ITEM NUMBER : PRC-DOLEB-ADA4-52-2017  
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

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VACANT POSITION : Chief Professional Regulations Officer  
ITEM NUMBER : PRC-DOLEB-CPREGO-60-2017  
SALARY GRADE : 24  
PLACE OF ASSIGNMENT : Regulations Division  
EDUCATION : Master's Degree or Certificate in Leadership and  
Management from the CSC

EXPERIENCE : Four (4) years of supervisory/management experience  
TRAINING : Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Supervising Professional Regulations Officer  
ITEM NUMBER : PRC-DOLEB-SVPREGO-61-2017  
SALARY GRADE : 22  
PLACE OF ASSIGNMENT : Regulations Division  
EDUCATION : Bachelor's Degree  
EXPERIENCE : Three (3) years of relevant experience  
TRAINING : Sixteen (16) hours of relevant training  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Senior Professional Regulations Officer  
ITEM NUMBER : PRC-DOLEB-SRPREGO-58-2017  
SALARY GRADE : 19  
PLACE OF ASSIGNMENT : Regulations Division  
EDUCATION : Bachelor's Degree  
EXPERIENCE : Two (2) years of relevant experience  
TRAINING : Eight (8) hours of relevant training  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Professional Regulations Officer III  
ITEM NUMBER : PRC-DOLEB-PREGO3-55-2017  
SALARY GRADE : 16  
PLACE OF ASSIGNMENT : Regulations Division  
EDUCATION : Bachelor's Degree  
EXPERIENCE : One (1) year of relevant experience  
TRAINING : Four (4) hours of relevant training  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Professional Regulations Officer II  
ITEM NUMBER : PRC-DOLEB-PREGO2-61-2017  
SALARY GRADE : 13  
PLACE OF ASSIGNMENT : Regulations Division  
EDUCATION : Bachelor's Degree  
EXPERIENCE : None required  
TRAINING : None required  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Professional Regulations Officer I  
ITEM NUMBER : PRC-DOLEB-PREGO1-51-2017  
SALARY GRADE : 11  
PLACE OF ASSIGNMENT : Regulations Division  
EDUCATION : Bachelor's Degree  
EXPERIENCE : None Required

TRAINING : None Required  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Professional Regulations Assistant  
ITEM NUMBER : PRC-DOLEB-PREGA-60-2017  
SALARY GRADE : 8  
PLACE OF ASSIGNMENT : Regulations Division  
EDUCATION : Completion of two-year studies in College  
EXPERIENCE : 1 year of relevant experience  
TRAINING : 4 hours of relevant training  
ELIGIBILITY : Career Service (Sub-professional)  
First Level Eligibility

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VACANT POSITION : Chief Professional Regulations Officer  
ITEM NUMBER : PRC-DOLEB-CPREGO-59-2017  
SALARY GRADE : 24  
PLACE OF ASSIGNMENT : Licensure and Registration Division  
EDUCATION : Master's Degree or Certificate in Leadership and  
Management from the CSC  
EXPERIENCE : Four (4) years of supervisory/management  
experience  
TRAINING : Forty (40) hours of supervisory/management  
learning and development intervention undertaken  
within the last five (5) years  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Supervising Professional Regulations Officer  
ITEM NUMBER : PRC-DOLEB-SVPREGO-58-2017  
SALARY GRADE : 22  
PLACE OF ASSIGNMENT : Application Section  
EDUCATION : Bachelor's Degree  
EXPERIENCE : Three (3) years of relevant experience  
TRAINING : Sixteen (16) hours of relevant training  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Senior Professional Regulations Officer  
ITEM NUMBER : PRC-DOLEB-SRPREGO-55-2017  
SALARY GRADE : 19  
PLACE OF ASSIGNMENT : Application Section  
EDUCATION : Bachelor's Degree  
EXPERIENCE : Two (2) years of relevant experience  
TRAINING : Eight (8) hours of relevant training  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Professional Regulations Officer III  
ITEM NUMBER : PRC-DOLEB-PREGO3-52-2017  
SALARY GRADE : 16  
PLACE OF ASSIGNMENT : Application Section

EDUCATION : Bachelor's Degree  
EXPERIENCE : One (1) year of relevant experience  
TRAINING : Four (4) hours of relevant training  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Professional Regulations Officer I  
ITEM NUMBER : PRC-DOLEB-PREGO1-48-2017  
SALARY GRADE : 11  
PLACE OF ASSIGNMENT : Application Section  
EDUCATION : Bachelor's Degree  
EXPERIENCE : None Required  
TRAINING : None Required  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Supervising Professional Regulations Officer  
ITEM NUMBER : PRC-DOLEB-SVPREGO-59-2017  
SALARY GRADE : 22  
PLACE OF ASSIGNMENT : Examination Section  
EDUCATION : Bachelor's Degree  
EXPERIENCE : Three (3) years of relevant experience  
TRAINING : Sixteen (16) hours of relevant training  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Senior Professional Regulations Officer  
ITEM NUMBER : PRC-DOLEB-SRPREGO-56-2017  
SALARY GRADE : 19  
PLACE OF ASSIGNMENT : Examination Section  
EDUCATION : Bachelor's Degree  
EXPERIENCE : Two (2) years of relevant experience  
TRAINING : Eight (8) hours of relevant training  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Professional Regulations Officer III  
ITEM NUMBER : PRC-DOLEB-PREGO3-53-2017  
SALARY GRADE : 16  
PLACE OF ASSIGNMENT : Examination Section  
EDUCATION : Bachelor's Degree  
EXPERIENCE : One (1) year of relevant experience  
TRAINING : Four (4) hours of relevant training  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Professional Regulations Officer II  
ITEM NUMBER : PRC-DOLEB-PREGO2-60-2017  
SALARY GRADE : 13  
PLACE OF ASSIGNMENT : Examination Section  
EDUCATION : Bachelor's Degree  
EXPERIENCE : None required

TRAINING : None required  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Professional Regulations Officer I  
ITEM NUMBER : PRC-DOLEB-PREGO1-49-2017  
SALARY GRADE : 11  
PLACE OF ASSIGNMENT : Examination Section  
EDUCATION : Bachelor's Degree  
EXPERIENCE : None Required  
TRAINING : None Required  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Professional Regulations Assistant  
ITEM NUMBER : PRC-DOLEB-PREGA-59-2017  
SALARY GRADE : 8  
PLACE OF ASSIGNMENT : Examination Section  
EDUCATION : Completion of two-year studies in College  
EXPERIENCE : 1 year of relevant experience  
TRAINING : 4 hours of relevant training  
ELIGIBILITY : Career Service (Sub-professional)  
First Level Eligibility

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VACANT POSITION : Supervising Professional Regulations Officer  
ITEM NUMBER : PRC-DOLEB-SVPREGO-60-2017  
SALARY GRADE : 22  
PLACE OF ASSIGNMENT : Registration Section  
EDUCATION : Bachelor's Degree  
EXPERIENCE : Three (3) years of relevant experience  
TRAINING : Sixteen (16) hours of relevant training  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Senior Professional Regulations Officer  
ITEM NUMBER : PRC-DOLEB-SRPREGO-57-2017  
SALARY GRADE : 19  
PLACE OF ASSIGNMENT : Registration Section  
EDUCATION : Bachelor's Degree  
EXPERIENCE : Two (2) years of relevant experience  
TRAINING : Eight (8) hours of relevant training  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Professional Regulations Officer III  
ITEM NUMBER : PRC-DOLEB-PREGO3-54-2017  
SALARY GRADE : 16  
PLACE OF ASSIGNMENT : Registration Section  
EDUCATION : Bachelor's Degree  
EXPERIENCE : One (1) year of relevant experience

TRAINING : Four (4) hours of relevant training  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Professional Regulations Officer I  
ITEM NUMBER : PRC-DOLEB-PREGO1-50-2017  
SALARY GRADE : 11  
PLACE OF ASSIGNMENT : Registration Section  
EDUCATION : Bachelor's Degree  
EXPERIENCE : None Required  
TRAINING : None Required  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Chief Administrative Officer  
ITEM NUMBER : PRC-DOLEB-CADOF-50-2017  
SALARY GRADE : 24  
PLACE OF ASSIGNMENT : Finance and Administrative Division  
EDUCATION : Master's Degree or Certificate in Leadership and  
Management from the CSC  
EXPERIENCE : Four (4) years of supervisory/management  
experience  
TRAINING : Forty (40) hours of supervisory/management  
learning and development intervention undertaken  
within the last five (5) years  
ELIGIBILITY : Career Service (Professional)  
Second Level Eligibility

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VACANT POSITION : Supervising Administrative Officer  
ITEM NUMBER : PRC-DOLEB-SADOF-49-2017  
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

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VACANT POSITION : Accountant III  
ITEM NUMBER : PRC-DOLEB-A3-49-2017  
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

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VACANT POSITION : Information Technology Officer I  
ITEM NUMBER : PRC-DOLEB-ITO1-48-2017  
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

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VACANT POSITION : Administrative Officer V (Budget Officer III)  
ITEM NUMBER : PRC-DOLEB-ADOF5-58-2017  
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

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VACANT POSITION : Administrative Officer V (HRMO III)  
ITEM NUMBER : PRC-DOLEB-ADOF5-59-2017  
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

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VACANT POSITION : Administrative Officer V (Supply Officer III)  
ITEM NUMBER : PRC-DOLEB-ADOF5-60-2017  
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

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VACANT POSITION : Administrative Officer III (Records Officer II)  
ITEM NUMBER : PRC-DOLEB-ADOF3-55-2017  
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

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VACANT POSITION : Administrative Officer III (Cashier II)  
ITEM NUMBER : PRC-DOLEB-ADOF3-56-2017  
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

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VACANT POSITION : Administrative Assistant II (Cash Clerk III)  
ITEM NUMBER : PRC-DOLEB-ADAS2-53-2017  
SALARY GRADE : 8  
PLACE OF ASSIGNMENT : Finance and Administrative Division  
EDUCATION : Completion of two-year studies in College  
EXPERIENCE : 1 year of relevant experience  
TRAINING : 4 hours of relevant training  
ELIGIBILITY : Career Service (Sub-professional)  
First Level Eligibility

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 10, 2017.**