

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION

Date:

June 14, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-22-2016	19	Php48,313.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Central Office (Commission Secretariat)	<ol style="list-style-type: none"> 1. Supervises and instructs the staff assigned in the receipt and transmittal of documents; 2. Pre-assesses the qualification requirements of nominees/applicants to the vacancies in the Professional Regulatory Boards (PRBs); 3. Reviews the prepared files of documentary requirements of nominees/applicants for interview; 4. Coordinates with the concerned nominees/applicants and Accredited Professional Organizations (APOs) on selection matters; 5. Prepares the PRB Selection Committee Evaluation & Ranking Sheet; 6. Drafts the Commission's correspondences and PRC resolutions recommending appointments of nominees; 7. Coordinates with the publishing company regarding the publication of press releases/announcements; 8. Assists the Supervisor in the preparation and submission of reports; and 9. Performs other related functions.
2	Attorney III	PRC-DOLEB-ATY3-23-2016	21	Php60,901.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Legal Research and Opinion Division)	<ol style="list-style-type: none"> 1. Assists in advising the Commission on legal matters; 2. Prepares/drafts and reviews legal research and opinions, contracts and agreements, and other legal issues/inquiries and concerns; 3. Undertakes assessment of citizenship qualifications of applicants, as necessary, for the licensure examinations and renders legal advice in relation thereto; 4. Assists in the preparation of recommendations pertaining to petitions for correction of name and/or date of birth; 5. Assists in the preparation and review of office orders, circulars, or memoranda; 6. Renders legal advice to public queries; 7. Assists in advising the department heads/officials on legal and technical matters relative to departmental policies and procedures; and 8. Performs other related functions.
3	Board Secretary I	PRC-DOLEB-BS1-10-2016	14	Php30,799.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Central Office (PRB Secretariat Division)	<ol style="list-style-type: none"> 1. Assists the Board Secretary IIIs in ensuring the efficient and smooth operations within their respective clusters; 2. Handles/coordinates/organizes the different activities and documents of assigned PRBs; 3. Coordinates with the other Board Secretary Is to ensure the smooth flow of activities within the PRB Secretariat; 4. Drafts resolutions, memoranda, notices, letters, endorsements, and other correspondence of the PRBs. 5. Attends and coordinates/assists in, as needed, board and inter-office meetings; 6. Reviews and ensures completeness of documentary requirements for applications for registration without examination, accreditation of professional partnerships and corporations, requests for endorsements for registration with the Securities and Exchange Commission (SEC), issuance of Special Temporary Permits (STPs) to foreign professionals, et. Al., for endorsement to the Board Secretary III; 7. Assists in the preparation for and conduct of the mass oath taking of new professionals and the orientation of new PRBs; 8. Drafts periodic accomplishment and other reports of the PRB Secretariat; and 9. Performs other related functions.

4	Professional Regulations Officer II	PRC-DOLEB-PREGO2-47-2008	13	Php28,276.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (Rating Division)	1.Assists the Professional Regulatory Boards (PRBs) in the correction of each subject for every examination; 2.Generates/prepares various reports for press release; 3.Prints the table of results of passed, failed, and conditioned examinees, and the Master List of all examinees after the release of results of every examination; 4.Ensures the completeness and accuracy of examinees' examination papers; 5.Attaches the Identification Sheets of examinees after careful scrutiny as to the consistency of the handwriting of examinees and identification numbers; 6.Generates the Item Analysis per subject; 7.Matches names file against the applicant's file; and 8.Performs other related functions.
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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 July 14, 2021.

1. Letter of Intent indicating the position, item number and place of assignment of the position that you are applying for;
2. Fully accomplished **NOTARIZED** Personal Data Sheet (PDS) with recent passport-sized picture and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. NBI clearance;
7. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
8. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current private employer; and
9. Medical Declaration Form for vacant positions (see below "**Click HERE for the Additional Requirements and Medical Certificate**")

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO III)
P. Paredes St. cor N Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.