

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-65-2017 | 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 | | Region IX (Licensure and Registration Division Application Section) | 1.Assists in providing administrative and logistical support to the PRBs in the evaluation of applicant's qualification and implementation of licensure policies and programs; 2.Assists in recommending plans, policies, programs, guidelines, and standards relative to the function of the office; 3.Assists in supervising the processing and issuance of applications for licensure examinations; 4.Provides feedbacks for applicants with discrepancies, and conditionally approves applications; 5.Checks the accuracy of list of examinees and room assignment; 6.Monitors the posting of room assignment; 7.Reviews letters of communication, including replies to online queries, on matters relating to Application Section; 8.Monitors transmittal of list of assignment and PERRCS to Examination Section and the transmittal of documents to and from other Regional Offices; 9.Reviews monthly statistical reports of the section; 10.Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions; 11.Reviews records for disposal; and 12.Performs other related functions. |

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:

LOVELLA D. GEÑOSO - BELARGA
 Administrative Officer V (HRMO III)
 4th Floor, C3 Bldg., Rizal Avenue, Pagadian City
ro9@prc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.