

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		
1	Accountant II	PRC-DOLEB-A2-33-2016	16	Php33,584.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	Central Office (Accounting Division)	<ol style="list-style-type: none"> 1. Prepares the trial balance, financial statements, and other financial reports; 2. Prepares Journal Entry Vouchers (JEVs); 3. Verifies and checks the completeness and validity of supporting documents and availability of cash in the pre-audit of Disbursement Vouchers (DVs); 4. Prepares Withholding Tax Certificates for payments to creditors and BIR reports; 5. Reviews Remittance Reports for government mandatory deductions ; 6. Reviews Bank Reconciliation Reports; 7. Analyzes and reconciles account balances; 8. Prepares the annual cash program of the Commission; 9. Monitors the utilization of Notice of Cash Allocation (NCA); and 10. Performs other related functions.
2	Administrative Officer V	PRC-DOLEB-ADOF5-23-2016	18	Php40,637.00	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	Central Office (Commission Secretariat)	<ol style="list-style-type: none"> 1. Formulates and issues the Annual Communication Plan based on the Commission's plans and programs; 2. Coordinates the implementation of the Annual Communication Plan; 3. Monitors the implementation of the approved Communication Plan; 4. Recommends the approval of invitations and/or request of media interviews, TV appearance, and radio guesting; 5. Reviews and recommends the approval of press releases, news articles, and press statements to media organizations; 6. Exercises direct supervision over the employees of the unit; 7. Rates employees periodically; and 8. Performs other related functions.
3	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-22-2016	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	Central Office (Licensure Division)	<ol style="list-style-type: none"> 1. Assists the Chief in coordinating, monitoring, and supervising activities relative to the application for and the conduct of examination; 2. Assists in planning, overseeing, monitoring, and evaluating the operations of the division; 3. Reviews plans, policies and programs, and guidelines relative to the application for and conduct of licensure examinations, for recommending approval of the Chief PRO; 4. Reviews the drafts of the program of schedule of the examination, for approval of Chief PRO; 5. Assists the chief in drafting the Master Schedule of Target Dates of Activities for Licensure Examinations and the Peer Review and Item Analysis Calendar, in consultation with the Professional Regulatory Boards and operating units; and 6. Performs other related functions.
4	Professional Regulations Officer I	PRC-DOLEB-PREGO1-42-2008	11	Php20,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Central Office (Qualification and Recognition Division)	<ol style="list-style-type: none"> 1. Receives and conducts an initial assessment of the applications and the authenticity of submitted documents for the registration/issuance of Special Temporary Permits (STPs) to foreigners for the authority to practice their profession in the Philippines, for residency/fellowship trainings, and for applications for conferment of additional title to Filipino professionals, pursuant to international agreements/cooperation; 2. Prepares STP certificates; 3. Keeps and maintains all pertinent records of communications, meeting documents, reports, and applications of foreigners and Filipino professionals under the international agreements/cooperations; 4. Prepares and disseminates notice of meetings/invitation letters and identifies and conducts ocular inspection of meeting venue, as necessary; 5. Assist in the compliance of protocols in the consultations or meetings; 6. Assists in liaison activities with national, regional, and international professional regulatory authorities and bodies in the implementation of international agreements; 7. Assists in monitoring the conditions and welfare of Filipino professionals deployed under international agreements/cooperation, in coordination with DOLE POLOs/Philippine Embassies; 8. Assists in monitoring the implementation of undertakings of foreign professionals in the Philippines under international agreements/cooperations and professional regulatory laws, and refers to Commission offices and/or appropriate law enforcement agencies cases of foreign professionals illegally practicing regulated professions; 9. Performs other related functions.

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5	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-40-2008	19	Php45,269.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	Central Office (Rating Division)	<ol style="list-style-type: none"> 1. Assumes full responsibility in the operation and maintenance of the hardware and software components of the various systems being utilized by the division; 2. Provides inputs in the formulation of plans and strategies relative to the processing and releasing of examination results, in consultation with the Professional Regulatory Boards; 3. Ensures the timely preparation and accurate generation of the alphabetical lists of successful examinees, topnotchers, and performance of schools, and the printing of the table of results; 4. Assigns work, issues verbal or written instructions, and reviews accomplished work for accuracy and conformity with standing policies and procedures; 5. Ensures the strict implementation of the policies and guidelines regarding the correction and releasing of licensure examinations; 6. Establishes and maintains an active continuing program for the improvement of systems in the division; 7. Ensures the timely preparation and submission of periodic reports on the over-all accomplishment of the division operations; 8. Monitors the regular conduct of the system's calibration to ensure accuracy in the computerized processing of examination results; 9. Performs other related functions.
6	Professional Regulations Officer II	PRC-DOLEB-PREGO2-51-2008	13	Php25,232.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	Central Office (Rating Division)	<ol style="list-style-type: none"> 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.
7	Librarian I	PRC-DOLEB-LIB1-43-2008	11	Php20,754.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None Required	None Required	RA 1080	Central Office (Records Division)	<ol style="list-style-type: none"> 1. Maintains the library to provide documentary, informational, and reference requirements of the Commission offices and the general public; 2. Catalogues and classifies books and indexes according to a general system; 3. Maintains the organization of library materials; 4. Assists readers in the selection of reading items of interest; 5. Provides effective access to library collections and resources; 6. Provides library services in response to the information needs of library users; 7. Handles correspondences and maintains records; 8. Prepares reports/memoranda related to library and information services, resources, and activities; 9. Performs other related functions.
8	Attorney III	PRC-DOLEB-ATY3-20-2016	21	Php57,805.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	Central Office (Special Prosecution Division)	<ol style="list-style-type: none"> 1. Acts as Special Prosecutor in cases filed by the Commission against any professional, Commission employee, applicant for examination (examinee), member of the PRBs, or other persons violating the laws implemented by the PRC and the PRBs; 2. Represents the Commission and the PRBs in all cases filed and/or appealed before the regular courts or other quasi-judicial agencies, CA, or the SC, by and against the PRBs and the Commission, in coordination with the Office of the Solicitor General and other agencies concerned; 3. Assists in advising the Commission and its officials and the PRBs on investigation and prosecution matters, as well as on legal and technical matters relative to departmental policies and the procedures of special prosecution; 4. Drafts pleadings, correspondence, opinions, and/or comments; 5. Files suits before any court or tribunal against persons who commit acts or omissions in violation of the Professional Regulatory Laws and the PRC Modernization Act; 6. Provides general supervision and monitoring over all cases filed before the regular courts and quasi-judicial agencies which are pending for investigation and hearing; and 7. 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 6-February- 2020.

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:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.