

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	Information Technology Officer II	PRC-DOLEB-IT02-36-2016	22	Php65,319.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	Central Office (Network Infrastructure and Information Security Division)	<ol style="list-style-type: none"> <li>1. Assists the Chief of the division in planning, directing, programming, controlling, and coordinating the projects/activities of the division;</li> <li>2. Formulates plans, policies, and guidelines for efficient administration, maintenance, and security of the database servers and network infrastructure;</li> <li>3. Develops and recommends policies and standards for network, security, and disaster management;</li> <li>4. Evaluates, selects, designs, implements, and administers data security standards, procedures, and controls to ensure data integrity and confidentiality;</li> <li>5. Evaluates and performs planning, testing, and implementation of software and hardware upgrades;</li> <li>6. Conducts risk analysis on existing and proposed systems projects to minimize the risk of loss, damage, and misuse of IT resources;</li> <li>7. Performs network monitoring, analysis, and performance tuning to monitor network performance;</li> <li>8. Supervises the periodic preventive maintenance and services for IT resources to ensure reliable, efficient, and cost-effective operations;</li> <li>9. Provides technical assistance for the acquisition and maintenance of computer hardware and software;</li> <li>10. Conducts capacity planning activities on network maintenance, IT security awareness, and disaster recovery for the Central and Regional offices;</li> <li>11. Configures and sets up servers to work with various programs, and install software;</li> <li>12. Monitors and ensures the network connectivity of the Commission offices</li> <li>13. Monitors systems to check for anomalies, proper updating, and patching;</li> <li>14. Prepares system documentation and configuration data for regulatory and audit purposes;</li> <li>15. Prepares Terms of Reference (TOR) for the procurement of IT equipment; and</li> <li>16. Performs other related functions.</li> </ol>
2	Attorney IV	PRC-DOLEB-ATY4-19-2016	23	Php73,811.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	Central Office (Special Prosecution Division)	<ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>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;</li> <li>4. Assists in supervising the special prosecutors and legal staff of the division;</li> <li>5. Drafts pleadings, correspondence, opinions, and/or comments;</li> <li>6. 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;</li> <li>7. 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</li> <li>8. Performs other related functions.</li> </ol>

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 18-January-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](http://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

[prc-rspstr@gmail.com](mailto:prc-rspstr@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.