

| 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 | Supervising Professional Regulations Officer | PRC-DOLEB-SVPREGO-32-2008 | 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 | NCR (Licensure and Registration Division-Application Section) | <ol style="list-style-type: none"> 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. Supervises the processing and issuance of applications for licensure examinations; 4. Provides feedbacks for applicants with discrepancies, and conditionally approves applications; 5. Provides assistance in establishing and maintaining linkages with other government agencies and non-government and private institutions; 6. Supervises the endorsement of list of examinees, room assignment, and PERRC to the Examination Section; 7. Supervises the posting of the list of room assignments; 8. Reviews communication letters and monthly reports of the Application Section; 9. Reviews records for disposal; 10. Reviews communications regarding applicant's academic record with Higher Education Institutions (HEIs) and other relevant agencies/organizations prior to inclusion in the list of qualified applicants; and 11. Performs other related functions. |
| 2 | Senior Professional Regulations Officer | PRC-DOLEB-SRPREGO-34-2008 | 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 | NCR (Licensure and Registration Division - Application Section) | <ol style="list-style-type: none"> 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 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:

ARMIDA M. RAMIREZ

HRMO Designate

P. Paredes St. cor N Reyes St., Sampaloc, Manila

prcnchr@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.