

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	Administrative Assistant I	PRC-DOLEB-ADAS1-52-2008	7	Php15,738.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	Region VI (Office of the Director)	<ol style="list-style-type: none"> 1. Receives calls and guests for the Regional Director; 2. Receives and logs personal and routed letters for the Regional Director and forwards the same for information; 3. Receives and organizes all papers for action of the Regional Director; 4. Schedules and keeps a record of the Regional Director's appointments; 5. Types and encodes communication letters, periodic reports, and other documents for submission to PRC-CO, concerned government agencies, LGUs, and other private organizations; 6. Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and 7. Performs other related functions.
2	Professional Regulations Assistant	PRC-DOLEB-PREGA-75-2008	8	Php16,758.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Region VI (Regulations Division)	<ol style="list-style-type: none"> 1. Assists in the conduct of stakeholder consultations and capacity-building activities pursuant to mutual recognition agreements, reciprocity agreements and other trade in services agreements, as well as national qualifications formulation and referencing; 2. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 3. Assists in the implementation, monitoring and evaluation of Continuing Professional Development (CPD) programs in the regions, and in the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including self-directed learning; 4. Assists in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region; 5. Assists in the processing of application for accreditation of professional organizations, firms/corporations, and partnerships for the practice of professions, accreditation of training programs and institutions, and accreditation of specialty societies and organizations in the regions; 6. Processes applications/petitions for Change of Status, Change of Date of Birth, and Change/Correction of Name; 7. Assists in the conduct of career advocacy and other regulatory programs in the region; and 8. Performs other related functions.
3	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-77-2017	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	Region VI (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.

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.

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:

FLOYD P. ALAGBAN
HRMO Designate

2nd Floor, Gaisano Iloilo City Center, Benigno Aquino Avenue, San Rafael, Mandurriao, Iloilo City

prc.ilolo3@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.