

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PROFESSIONAL REGULATIONS COMMISSION in the CSC website:

ARJAY R. ROSALES

HRMO

Date: June 2, 2022

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	Administrative Officer V (Supply Officer III)	PRC-DOLEB-ADOF5-72-2017	18	Php45,203.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region VI (Finance and Administrative Division)	1. Provides procurement and supply and property management services, including the preparation of the Regional Project Procurement and Management Plan (PPMP); 2. Acts as member of the Secretariat to the Regional Bids and Awards Committee and the Inventory and Disposal Committee in the disposal of unserviceable equipment and properties; 3. Provides general services, including building/facilities administration and maintenance; 4. Coordinates and provides transportation requirements of licensure examination and regulatory functions in the region; 5. Prepares necessary documents/attachments related to the procurement of office supplies/materials and equipment, and for repairs and maintenance of office vehicles; 6. Coordinates the annual inventory of office equipment/properties and monthly inventory of office supplies and materials, and submits corresponding reports; 7. Checks deliveries of office supplies/materials and equipment, and stores and issues the same to concerned offices upon receipt of request; 8. Maintains individual records of all purchased supplies, materials, and equipment, and issues accountability receipts to individual employees; 9. Processes necessary documents relative to the renewal of Insurance Registration/License and process claims; and 10. 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 2, 2022.

1. Fully accomplished and **NOTARIZED Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached **Work Experience Sheet** which can be downloaded at www.csc.gov.ph (**Note: Date of PDS must be within the Publication Date**);
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;
5. Certificates of Relevant Trainings and Seminars attended;
6. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division (**Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Information Technology Officer III positions**);
7. A certification issued by the HR/Administrative Officer that the applicant has been performing supervisory/ managerial functions and managing a number of staff for a number of years; (**Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Supervising Administrative Officer, Supervising Professional Regulations Officer, Information Technology Officer III positions**);
8. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
9. NBI clearance; (**for private employees**);
10. NBI, CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
11. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer (**for private employees**); and
12. Medical Declaration Form (**can be downloaded at PRC website**)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

APRIL ROSE P. QUINTILA

Administrative Officer V (HRMO III)

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

prc6.hrofficial@gmail.com OR prcregionalapplications@gmail.com

PUBLICATION # 4

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.