

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: February 7, 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	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-100-2017	22	Php69,963.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Cordillera Administrative Region (Licensure and Registration Division - Examination Section)	<ol style="list-style-type: none"> 1. Provides administrative and logistical support to the PRBs in the conduct of licensure examinations and implementation of licensure policies and programs; 2. Assists in recommending plans, policies, programs, guidelines, and standards relative to the administration of examinations; 3. Assists in establishing and maintaining linkages with government agencies and non-government institutions; 4. Supervises the undertaking of administrative preparations for the reservation of testing centers, screening, orientation and scheduling of room watchers and floor and building supervisors, posting of room assignments, printing of test papers, delivery of test materials, conduct of examinations, and other related activities; 5. Reviews the Memorandum of Agreement with schools, for signature of the Regional Director; 6. Reviews the list of rooms and building with capacity; 7. Reviews required number of examination personnel and prepares corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; 8. Administers paper-and-pencil and/or computer-based examinations; 9. Reviews and approves reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the division; and 10. Performs other related functions.
2	Chief Administrative Officer	PRC-DOLEB-CADOF-62-2017	24	Php88,410.00	Master's Degree or Certificate of Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	N/A	Cordillera Administrative Region (Finance and Administrative Division)	<ol style="list-style-type: none"> 1. Assists the Regional Director in planning and supervising the financial and administrative operations of the regional office; 2. Directs and supervises the preparation of financial and administrative reports, documents, and correspondence; 3. Prepares and submits regular reports, including special reports and documents, to the Commission, DBM, Commission on Audit, Civil Service Commission, and other oversight government agencies; 4. Monitors and evaluates the implementation of financial management and administrative policies and programs, and recommend policies and programs to improve regional operations; 5. Supervises the formulation of annual work and financial plan, physical target, accomplishment report, and planning tool of the Regional Office; 6. Encourages or causes the participation of staff in the conduct of disaster management activities in the Region or in nationwide campaign; 7. Reviews and approves the posting of regional website contents; and 8. Performs other related functions.

3	Administrative Officer V (HRMO III)	PRC-DOLEB-ADOF5-85-2017	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	Cordillera Administrative Region (Finance and Administrative Division)	<ol style="list-style-type: none"> 1. Provides services related to personnel administration (e.g., recruitment and deployment, payroll management, personnel records maintenance and updating, leave administration, employee welfare, grievance system, administrative discipline), training, and other HRD services including performance management systems; 2. Acts as Secretariat to the Regional Selection and Promotion Board and other regional HRD-related committees; 3. Assists in the planning and implementation of GAD related training program and projects in the Region; 4. Prepares Travel Orders, Special Orders, Memoranda and other HR-related issuances; 5. Liaises with government entities on personnel-related matters; 6. Coordinates, implements, and evaluates human resource management/development programs; and 7. Performs other related functions.
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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 March 9, 2022.

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 certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Certificates of Relevant Trainings and Seminars attended;
7. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
8. 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;
9. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
10. NBI clearance;
11. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
12. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
13. Medical Declaration Form (can be downloaded at PRC website)

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

JUANITA L. DOMOGEN

Director III, PRC Cordillera Administrative Region

Pine Lake View Building, No. 09 Otek Street, corner Benjamin R. Salvosa Drive, Brgy. Rizal Monument, Baguio City, 2600

prccar.nrd@gmail.com OR

prcregionalapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.