

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	Information Technology Officer I	PRC-DOLEB-ITO1-61-2017	19	Php49,835.00	Bachelor's Degree relevant to the job	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)	1. Maintains and manages the ICT systems, database, and hardware; 2. Updates and maintains the contents of the regional website, as approved/reviewed by the Chief Administrative Officer; 3. Acts as the Webmaster of the regional website; 4. Generates statistical reports for regional planning, research, monitoring, and evaluation; 5. Assists and/or participates in the systems development life cycle of new information systems; 6. Troubleshoots and performs periodic preventive maintenance and services for IT resources and facilities, including network cabinets, encompass router, modem and hubs/switches, in coordination with the Technical Staff of the ICT Service to ensure reliable, efficient and cost-effective operations; 7. Acts as regional Network Administrator; 8. Coordinates with the ICT Service and Internet Service Provider (ISP) during network malfunctions/outage; 9. Establishes information exchange networks with other government agencies; 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.

- 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**);
- Performance rating **in the last rating period** (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records;
- Certificates of Relevant Trainings and Seminars attended;
- 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**);
- 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**);
- Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
- NBI clearance: (**for private employees**);
- NBI, CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
- Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer (**for private employees**); and
- 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
car.hrd@prc.gov.ph OR
prcregionalapplications@gmail.com

PUBLICATION #4

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.