

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: August 8, 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 Assistant I	PRC-DOLEB-ADAS1-39-2008	7	Php17,899.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Cordillera Administrative Region (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 Officer II	PRC-DOLEB-PREGO2-55-2008	13	Php29,798.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Cordillera Administrative Region (Regulations Division)	<ol style="list-style-type: none"> 1. Assists in the conduct of ocular inspection of firms, schools and establishments, and in the monitoring of educational institutions in the region; 2. 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; 3. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 4. 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; 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, accreditation of specialty societies and organizations in the regions, and of petition for Change of Status, Change of Date of Birth, and Change/Correction of Name; 6. Assists in the conduct of career advocacy and other regulatory programs in the region; and 7. 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 August 23, 2022.

1. Fully accomplished 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;
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:

JALILA M. PACADA

Administrative Officer V (HRMO III)

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 #6

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.