

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	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-83-2017	24	Php83,406.00	Master's Degree or Certificate in 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		Cordillera Administrative Region (Regulations Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region;</li> <li>2. Recommends to PRBs schools and firms/establishments for inspection and coordinates MRA Road Mapping and capacity-building activities;</li> <li>3. Assist the PRBs in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the region and the pre-evaluation of applications for accreditation of CPD providers, programs, and speaker, including self-directed learning activities;</li> <li>4. Assists the PRBs in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region;</li> <li>5. Assists in the processing of registration in accordance with mutual recognition agreements and other trade in services agreements, and of applications for Special Temporary Permits, initial registration, renewal of PIC, registration without examination, and conversion of specific professions;</li> <li>6. Signs application for stateboard verification document;</li> <li>7. Assists the PRBs in the conduct of career advocacy programs and other regulatory programs;</li> <li>8. Directs and supervises the preparation of reports, documents, and correspondence;</li> <li>9. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region;</li> <li>10. Monitors and evaluates the implementation of regulation policies and programs, and recommends policies and programs to improve regional operations;</li> <li>11. Assists in establishing and maintaining linkages with government agencies, non-government institutions, and private institutions;</li> <li>12. Reviews and confirms the performance ratings of supervisors and employees in his division; and</li> <li>13. Performs other related functions.</li> </ol>
2	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-48-2008	19	Php45,269.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Cordillera Administrative Region (Regulations Division)	<ol style="list-style-type: none"> <li>1. Assists the Division Chief in planning, directing, and controlling operations related to the implementation of regulation policies and programs;</li> <li>2. Assists in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region, including the provision of staff and logistical support in the conduct of inspection and monitoring of schools, firms and establishments and the submission of written report thereon to the Regional Director;</li> <li>3. Assists the PRBs in the conduct of stakeholder consultations and capacity building activities relative to mutual recognition agreements, reciprocity agreements, and other trade in services agreements;</li> <li>4. Assists in the review of applications for the accreditation of CPD providers, programs, and speakers, as well as firms, plants and machineries;</li> <li>5. Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the regions and the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including life-long and self-directed learning;</li> <li>6. Gives due notice of approval or disapproval of CPD application and keeps records of accredited CPD service providers and programs, as well as credited self-directed/life-long learning activities in the region;</li> <li>7. Reviews transmittals, reports, documents, and correspondence;</li> <li>8. Prepares reports and documents for submission to the Regional Director and other oversight government agencies in the region;</li> <li>9. Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations; and</li> <li>10. Performs other related functions.</li> </ol>

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 17-October-2019.

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](http://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.

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

**IVY D. GAYON**  
 Administrative Officer V (HRMO III)  
 Pine Lake View Building, No. 09 Otek Street, corner  
 Benjamin R. Salvosa Drive, Brgy. Rizal Monument,  
 Baguio City, 2600  
[prcbaguio.hr@gmail.com](mailto:prcbaguio.hr@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.