

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:

GLORIA L. ASINAS

HRMO

Date: _____
March 20, 2019

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 applicable) (if		
1	Administrative Assistant I	PRC-DOLEB-ADAS1-43-2008	7	Php15,738.00	Completion of two (2) years studies in College	None required	None required	Relevant MC No. 11, s. 1966, Career Service (Sub-professional) First Level Eligibility		Region VII (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 Performs other related functions.
2	Professional Regulations Officer I	PRC-DOLEB-PREGO1-63-2008	11	Php20,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Region VII (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, and 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.

3	Professional Regulations Assistant	PRC-DOLEB-PREGA-65-2008	8	Php16,758.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Region VII (Regulations Division)	<ol style="list-style-type: none"> 1. 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; 2. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 3. 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; 4. Assists in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region; 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, and accreditation of specialty societies and organizations in the regions; 6. Processes applications/petitions for Change of Status, Change of Date of Birth, and Change/Correction of Name; 7. Assists in the conduct of career advocacy and other regulatory programs in the region; and 8. Performs other related functions.
4	Administrative Assistant I	PRC-DOLEB-ADAS1-42-2008	7	Php15,738.00	Completion of two (2) years studies in College	None required	None required	Relevant MC No. 11, s. 1966, Career Service (Sub-professional) First Level Eligibility	Region VII (Licensure and Registration Division-Examination Section)	<ol style="list-style-type: none"> 1. Encodes administrative communications relative to the preparation for the conduct of licensure examinations; 2. Assists in the preparation of examination supplies and materials, as well as the required reports; 3. Assists in the disposal of used and unused examination test papers and booklets and other examination materials, and prepares the report of disposal; 4. Compiles and takes custody of the Personal Data Sheet and records of applicants for room watchers, floor supervisors, building supervisors, and supply officers and aides, as well as attendance supervisors; 5. Prepares room watchers' appointments, IDs, manuals, and other examination paraphernalia; 6. Assists in drafting communication letters for offices, establishments and agencies regarding the provision of uninterruptible power supply, and for PNP/NBI for security assistance during the conduct of activities related to licensure examinations; 7. Performs other related functions.
5	Professional Regulations Assistant	PRC-DOLEB-PREGA-66-2008	8	Php16,758.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Region VII (Licensure and Registration Division-Application Section)	<ol style="list-style-type: none"> 1. Receives, screens, evaluates, and processes applications for examination, and prints and issues the Notice of Admission; 2. Assists in reviewing applications for examination; 3. Assists in the maintenance and inventory of files/records of the section; 4. Assists in endorsing the list of examinees, room assignment, and PERRCs of examinees to the Examination Section; 5. Assists in the posting of rooms assignment in the official regional website; 6. Assists in preparing requests and in transmitting to other Regional Offices PERRCs and other pertinent documents; and 7. Performs other related functions.

6	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-39-2008	22	Php65,319.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region VII (Regulations Division)	<ol style="list-style-type: none"> 1. Assists the Division Chief in planning, directing, and controlling operations related to the implementation of regulation policies and programs; 2. Assists the Division Chief in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region; 3. Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs and policies in the regions, including the compliance of CPD providers, reviews and monitors the approval of applications for accreditation of CPD providers, programs and speakers, as well as firms, plants and machineries, and issues the Certificate of Accreditation thereof; 4. Reviews processed resolutions for COS/COBD/CON, including transmittals, reports, documents, and correspondence/communications; 5. Signs applications for stateboard verification documents; 6. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region; 7. Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations; 8. Assists in reviewing the performance ratings of supervisors and employees in his section; and 9. Performs other related functions.
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7	Administrative Aide I (Utility worker I)	PRC-DOLEB-ADA1-78-2008	1	Php11,068.00	Must be able to read and write	None required	None required	None required		Region VII (Finance and Administrative Division)	1. Performs messengerial work and the receipt of incoming and release of outgoing communications and cargoes; 2. Performs building/facilities maintenance and repair; 3. Performs public information and assistance work; and 4. Performs other related functions.
8	Administrative Officer V (Budget Officer III)	PRC-DOLEB-ADOF5-39-2008	18	Php40,637.00	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		Region VII (Finance and Administrative Division)	1. Prepares the annual budget estimates for the region and monitors the implementation of the approved budget; 2. Prepares the regional budget estimates for cash advances, conduct of various licensure examinations, and other office activities for the issuance of cash advances to the Disbursing Officer; 3. Attends budget hearings on regional budget proposal, as needed; 4. Advises the head of office and the Chief of the Divisions on financial and budgetary concerns; 5. Prepares Obligation Request and Status and Disbursement Vouchers; 6. Analyzes agency expenditures and recommends corresponding cost economy measures if necessary; 7. Formulates the annual budget proposal, regional action plan, work and financial plans, and project procurement management plan; 8. Reconciles and prepares reports on the status of appropriation of fund and keeps systematic records of funds release; 9. Maintains records of funds and prepares periodic reports; 10. Performs quality management system functions; and 11. 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 04-18-19.

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 Transcript of Records.

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

MARILOU C. BAYKING

Administrative Officer V (HRMO III)

HVG Arcade, Subangdaku, Mandaue City, Cebu

prc.cebucity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.