

Date: August 05, 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 (if applicable)		
1	Administrative Aide VI (Disbursing Officer I)	PRC-DOLEB-ADA6-26- 2016	6	Php14,847.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub- professional) First Level Eligibility		Central Office (Cash Division)	<ol style="list-style-type: none"> <li>Issues Official Receipt (OR);</li> <li>Records/Indexes payment for various creditors, PRBs, PRC officials, and employees;</li> <li>Records paid Disbursement Vouchers (DV) with supporting documents, for submission to the Accounting Division;</li> <li>Prepares Report of Check Issued (RCI) and Advice of Check Issued and Cancelled (ACIC);</li> <li>Checks List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA), Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIEE), and checks;</li> <li>Releases checks/LDDAP-ADA and other payments to employees/creditors;</li> <li>Files LDDAP-ADA, check stubs, and SLIEE, and sums up the total disbursement for the month;</li> <li>Tallies total amount of disbursement with the RCI and ACIC;</li> <li>Prepares report of disbursement for various licensure examinations;</li> <li>Assists in the monitoring of Notice of Cash Allocation (NCA) and disbursement, to avoid overdraft;</li> <li>Compares/counterchecks unreconciled amount of Disbursement with the Accounting Division and make necessary adjustment;</li> <li>Prepares documents for the updating of bank signatories;</li> <li>Oversees the timely payment of all approved vouchers;</li> <li>Monitors and prepares requests for checks, for approval of the Bureau of Treasury (BTR);</li> <li>Acts as a collecting and disbursing officer, as needed;</li> <li>Disburses funds for PRC activities; and</li> <li>Performs other related functions.</li> </ol>
2	Administrative Aide IV (Cash Clerk I)	PRC-DOLEB-ADA4-33- 2008	4	Php13,214.00	Completion of two (2) years studies in College	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Central Office (Cash Division)	<ol style="list-style-type: none"> <li>Issues Official Receipt (OR);</li> <li>Prints and segregates the Abstract of Collection, for submission to the Commission on Audit (COA) and the Accounting Division;</li> <li>Assists in filing pertinent documents concerning the division;</li> <li>Submits and follows-up bond applications from the Bureau of Treasury (BTR);</li> <li>Assists in the release of OR to be used;</li> <li>Handles the verification of lost OR;</li> <li>Assists in the requisition and storage of supplies;</li> <li>Secures necessary blank forms (i.e., check cash deposit slip, Request Issuance Slip (RIS), and leave forms);</li> <li>Prepares and checks OR sequence for delivery to Regional offices;</li> <li>Delivers Disbursement Vouchers (DV), List of Due and Demandable Accounts Payable (LDDAP), Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIEE), and other documents to respective offices and signatories; and</li> <li>Performs other related functions.</li> </ol>
3	Administrative Assistant II	PRC-DOLEB-ADAS2- 51-2008	8	Php16,758.00	Completion of two (2) year studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Central Office (Database Management Systems Division)	<ol style="list-style-type: none"> <li>Updates/modifies records per the approved amendments/service request;</li> <li>Updates the missing record in the database;</li> <li>Assists in end-user trainings;</li> <li>Performs document scanning work;</li> <li>Prepares the physical accomplishment and narrative accomplishment reports of the division; and</li> <li>Performs other related functions.</li> </ol>
4	Administrative Aide IV	PRC-DOLEB-ADA4-43- 2008	4	Php13,214.00	Completion of two (2) year studies in college	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Central Office (General Services Division)	<ol style="list-style-type: none"> <li>Assembles, installs, tests, monitors, inspects/diagnoses, maintains, and/or repairs electrical/electronic wiring, equipment, appliances, apparatus, and fixtures, in accordance with relevant codes/guidelines;</li> <li>Designs, builds/assembles, installs, inspects, maintains, and/or repairs structures, fixtures, furniture, and other items used within the Commission premises;</li> <li>Installs, inspects, maintains, or repairs/replaces the plumbing system and its components (i.e., urinals, faucets, sinks, etc.);</li> <li>Plans layout and installation of electrical wiring, equipment, and fixtures, based on job specifications and local codes;</li> <li>Studies specifications in blueprints, sketches, and/or building plans for the preparation of the project layout and plan;</li> <li>Directs and trains workers/laborers/helpers to build/install, maintain, or repair systems, equipment, and/or fixtures;</li> <li>Performs other related functions.</li> </ol>
5	Administrative Assistant I (Secretary I)	PRC-DOLEB-ADAS1- 20-2008	7	Php15,738.00	Completion of two (2) years studies in College	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Central Office (Office of the Chairman)	<ol style="list-style-type: none"> <li>Records and releases incoming and outgoing correspondence;</li> <li>Requisitions office supplies and materials needed by the office; and</li> <li>Performs other related functions.</li> </ol>

6	Planning Officer V	PRC-DOLEB-PLO5-31-2016	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 undertaken within the last five (5) years	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Central Office (Planning Division)	<ol style="list-style-type: none"> <li>1. Prepares plans and programs for and directs the work operations of the division, and ensures the implementation of division activities according to the timetable;</li> <li>2. Provides technical assistance to the Commission in the formulation of long range and annual plans and programs, and develops systems and standards for the establishment of a planning framework that includes targets, major final outputs, and critical indicators;</li> <li>3. Supervises the coordination with Commission offices and Professional Regulatory Boards regarding the preparation of the Commission budget, particularly in the formulation of work and financial plans;</li> <li>4. Supervises the consolidation and validation of physical and financial targets submitted by concerned Commission offices, in preparation for the annual budget proposal;</li> <li>5. Coordinates and supervises the preparation and conduct of the Commission planning sessions;</li> <li>6. Supervises the preparation of the annual report of the Commission, in collaboration with concerned offices and divisions;</li> <li>7. Supervises the preparation and updating of the strategic performance management systems, including agency OPIF logframe;</li> <li>8. Ensures timely submission of all budget forms and reports to oversight agencies;</li> <li>9. Establishes and maintains linkages with government agencies in its areas of concern; and</li> <li>10. Performs other related functions.</li> </ol>
7	Chief Administrative Officer	PRC-DOLEB-CADOF-30-2016	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 undertaken within the last five (5) years	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Central Office (Records Division)	<ol style="list-style-type: none"> <li>1. Recommends, monitors, and evaluates the implementation of policies and programs pertaining to records and archival management;</li> <li>2. Exercises overall custody and safekeeping of the central records of examinees and ratings pursuant to Commission and/or PRB resolutions;</li> <li>3. Reviews the preparation of all pertinent documents relative to records and archival management, such as the quality management system of the division;</li> <li>4. Reviews the reports and documents pertaining to records and archival management required by the Commission and other government and private agencies/institutions;</li> <li>5. Supervises the management of personnel, workplace, and records of all the employees;</li> <li>6. Attends to subpoena and subpoena duces tecum served on the Commission on records matters;</li> <li>7. Provides technical assistance to Commission Offices regarding records management, control, and disposal;</li> <li>8. Implements disaster preparedness plans and archival management to prevent or minimize damage of permanent records in the event of disaster of any level or magnitude, whether natural or man-made; and</li> <li>9. Performs other related functions.</li> </ol>
8	Administrative Aide V	PRC-DOLEB-ADA5-41-2008	5	Php14,007.00	Completion of two-year studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional)/First Level Eligibility		Central Office (Research and Statistics Division)	<ol style="list-style-type: none"> <li>1. Under general supervision, layouts graphs, tables, and other visuals needed for presentations;</li> <li>2. Designs book covers, journals, and other similar outputs;</li> <li>3. Assists in the printing and/or reproduction of reports, statistical data, and other information for dissemination;</li> <li>4. Assists in the formatting of survey questionnaires;</li> <li>5. Assists in the gathering of data or survey results;</li> <li>6. Receives request for statistics and other examination results-related information;</li> <li>7. Assists in the storage and retrieval of records; and</li> <li>8. Performs other related functions.</li> </ol>
9	Attorney III	PRC-DOLEB-ATY3-34-2008	21	Php57,805.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Special Prosecution Office)	<ol style="list-style-type: none"> <li>1. Conducts investigations for cases assigned by supervisor, as well as complaints filed in the Central and Regional offices, as needed;</li> <li>2. Gathers and analyzes information and evidence in accordance with the prescribed rules of evidence and the law, with respect to recognized investigative procedures of the Commission;</li> <li>3. Provides all information obtained during the investigation and obtains additional evidence as may be required to support the charge in question;</li> <li>4. Prepares comprehensive reports of investigations and provides recommendations regarding action/s to be taken for the investigation of the case, as required;</li> <li>5. Reviews draft briefs for presentation before the Commission and the PRBs;</li> <li>6. Assists in cases filed and/or appealed before the regular courts or other quasi-judicial agencies, CA, or the SC, by and against the PRBs and the Commission, in coordination with the Office of the Solicitor General and other agencies concerned;</li> <li>7. Assists in advising the Commission and its officials and the PRBs on investigation and prosecution matters; and</li> <li>8. 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 03-September-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:

**KHRISTINE S. LABAO**  
 Administrative Officer V (HRMO III)  
 P. Paredes St. cor N Reyes St., Sampaloc, Manila  
[prc.rpsshr@gmail.com](mailto:prc.rpsshr@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.