

Republic of the Philippines  
**PROFESSIONAL REGULATIONS COMMISSION**  
 Request for Publication of Vacant Positions

Date: August 25, 2020

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 Administrative Officer	PRC-DOLEB-CADOF-32-2008	24	Php83,406.00	Master's Degree or Certificate of 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		Central Office (Budget and Management Division)	<ol style="list-style-type: none"> <li>1. Supervises and coordinates the preparation and review of the annual agency budget proposal and supplemental or special budgets based on the priority programs, projects, and thrusts of the Commission;</li> <li>2. Supervises the development of plans and programs, systems, and procedures relative to management improvement and internal control matters;</li> <li>3. Renders advisory services and technical assistance in budgeting operations and management systems;</li> <li>4. Recommends the Agency Work and Financial Plan, Agency Budget Matrix, and Annual Allocation Program with supporting documents;</li> <li>5. Reviews forms, orders and circulars embodying instruction on budget and appropriation control for the signature of the agency head;</li> <li>6. Organizes, plans, and develops systems and signs on the allotment release program based on the General Appropriations Act (GAA) and the Special Allotment Release Order (SARO) issued by the Department of Budget and Management (DBM), sub-allotments, and inter-fund transfers of funds for allocation to Regional Offices;</li> <li>7. Processes money claims and acts on obligation of allotments;</li> <li>8. Supervises the preparation, maintenance, modification, and updating of the Commission's organization operating procedure manuals;</li> <li>9. Recommends appropriate action and initiates revisions on designed quality assessment programs;</li> <li>10. Approves and submits periodic and required reports to Agency officials and oversight government offices;</li> <li>11. Plans, organizes, and controls the overall work programs and assignments of staff, and conducts periodic performance evaluation and recommendation for their professional development; and</li> <li>12. Performs other related functions.</li> </ol>
2	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-22-2016	19	Php46,791.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Central (Commission Secretariat)	<ol style="list-style-type: none"> <li>1. Supervises and instructs the staff assigned in the receipt and transmittal of documents;</li> <li>2. Pre-assesses the qualification requirements of nominees/applicants to the vacancies in the Professional Regulatory Boards (PRBs);</li> <li>3. Reviews the prepared files of documentary requirements of nominees/applicants for interview;</li> <li>4. Coordinates with the concerned nominees/applicants and Accredited Professional Organizations (APOs) on selection matters;</li> <li>5. Prepares the PRB Selection Committee Evaluation &amp; Ranking Sheet;</li> <li>6. Drafts the Commission's correspondences and PRC resolutions recommending appointments of nominees;</li> <li>7. Coordinates with the publishing company regarding the publication of press releases/announcements;</li> <li>8. Assists the Supervisor in the preparation and submission of reports; and</li> <li>9. Performs other related functions.</li> </ol>

3	Administrative Assistant II	PRC-DOLEB-ADAS2-29-2016	8	Php17,505.00	Completion of two-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 (Commission Secretariat)	<ol style="list-style-type: none"> <li>1. Records incoming and outgoing correspondences of the unit;</li> <li>2. Transmits letters for mailing to the Records Management Division;</li> <li>3. Submits Commission resolutions on recommendation for appointment of nominees to the Office of the President;</li> <li>4. Monitors the records of nominees and/or applicants and the transmittal of recommendation, nomination, and/or application;</li> <li>5. Checks the completeness of documentary requirements of nominees and/or applicants;</li> <li>6. Prepares the files of documentary requirements of nominees/applicants scheduled for interview;</li> <li>7. Coordinates with the staff of the Commission Proper regarding the schedule of interview of nominees and the oath taking of appointees;</li> <li>8. Assists in the conduct of interview of nominees and oath taking of appointees;</li> <li>9. Drafts press releases/announcements, and</li> <li>10. Performs other related functions.</li> </ol>
4	Chief Administrative Officer	PRC-DOLEB-CADOF-30-2008	24	Php83,406.00	Master's Degree or Certificate of 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		Central Office (General Services Division)	<ol style="list-style-type: none"> <li>1. Supervises and monitors the general service operations of the office;</li> <li>2. Supervises and monitors the implementation of maintenance services of the buildings and facilities, furniture and fixtures, equipment and motor vehicles, and other similar physical assets of the Commission;</li> <li>3. Plans, monitors, and evaluates the division's target and performance according to agreed indicators and measures;</li> <li>4. Monitors and evaluates the implementation of the provision of security and janitorial services;</li> <li>5. Reviews and finalizes policy recommendations on general service administration;</li> <li>6. Provides technical assistance in procurement relative to infrastructure and physical facilities development;</li> <li>7. Supervises the logistical and transportation requirements of the Commission and Professional Regulatory Boards in licensure examination and other regulatory programs and official activities of the Commission; and</li> <li>8. Performs other related functions.</li> </ol>
5	Attorney V	PRC-DOLEB-ATY5-30-2008	25	Php96,985.00	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080		Central Office (Hearing and Investigation Division)	<ol style="list-style-type: none"> <li>1. Assists the Legal Office director in advising the Commission on investigation and hearing matters;</li> <li>2. Exercises supervision and control over hearing officers and legal staff of the division;</li> <li>3. Undertakes final review of draft rulings and decisions;</li> <li>4. Monitors the status of administrative and conciliation-mediation cases filed before the PRBs;</li> <li>5. Records and monitors the status of all cases filed in regular courts by and against the Commission and PRBs;</li> <li>6. Supervises the verification of status of cases and the updating of the database on the status of all pending cases;</li> <li>7. Issues certification and/or clearance regarding the status of individual professionals as required by international agencies, including Commission officials and employees and PRBs;</li> <li>8. Directly supervises the docketing and records functions;</li> <li>9. Assists the Commission in the preparation of office orders, circulars, or memoranda; and</li> <li>10. Performs other related functions.</li> </ol>
6	Attorney IV	PRC-DOLEB-ATY4-31-2008	23	Php75,359.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Central Office (Hearing and Investigation Division)	<ol style="list-style-type: none"> <li>1. Conducts hearings of administrative cases;</li> <li>2. Assists in advising the Commission, its officials, and the PRBs on investigation and hearing matters, as well as on legal and technical matters relative to department/Commission policies and procedures;</li> <li>3. Assists in supervising the hearing officers and legal staff of the division;</li> <li>4. Reviews draft rulings, decisions, and other correspondence;</li> <li>5. Assists in monitoring the status of administrative and conciliation-mediation cases filed before the PRBs;</li> <li>6. Assists in recording and monitoring the status of all cases filed in regular courts by and against the Commission and PRBs;</li> <li>7. Assists in supervising the verification of status of cases and the updating of the database on the status of all pending cases;</li> <li>8. Reviews the certification and/or clearance regarding the status of individual professionals;</li> <li>9. Assists in supervising the docketing and records functions; and</li> <li>10. Performs other related functions.</li> </ol>

7	Professional Regulations Assistant	PRC-DOLEB-PREGA-13-2016	8	Php17,505.00	Completion of two-year studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Central Office (PRB Secretariat Division)	<ol style="list-style-type: none"> <li>1. Assists the board secretaries in ensuring the efficient and smooth operations within their respective clusters;</li> <li>2. Coordinates with the other PRAs to ensure smooth flow of activities within the PRB Secretariat;</li> <li>3. Assists in handling the custody, management, and maintenance of all PRB and PRB Secretariat files and documents;</li> <li>4. Assists the board secretaries in the drafting of resolutions, memoranda, notices, letters, endorsements, and other correspondence of the PRBs;</li> <li>5. Assists the board secretaries in the preparation for and conduct of the mass oath taking of new professionals and the orientation of new PRBs;</li> <li>6. Assists in drafting periodic accomplishment and other reports of the PRB Secretariat; and</li> <li>7. Performs other related functions.</li> </ol>
8	Chief Administrative Officer	PRC-DOLEB-CADOF-29-2016	24	Php83,406.00	Master's Degree or Certificate of 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	Central Office (Procurement and Supply Division)	<ol style="list-style-type: none"> <li>1. Plans, organizes, and supervises the division staff in aspects of supply and property management, such as procurement inspection, inventory, acceptance, issuance, utilization, maintenance, records, reports, disposal, and payment, including registration and issuance of real properties, motor vehicles, and equipment;</li> <li>2. Recommends policies and programs on supply and property management;</li> <li>3. Conducts periodic monitoring to evaluate the proper implementation of supply and property management;</li> <li>4. Establishes and maintains linkages with other government and private agencies; and</li> <li>5. Performs other related functions.</li> </ol>
9	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-77-2008	4	Php13,807.00	Completion of two-year studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility/Relevant MC No. 11, s. 1996	Central (Professional Registry Division)	<ol style="list-style-type: none"> <li>1. Arranges and manages files, specifically the Permanent Examination Registration Record Cards (PERRCs) and Registry Sheets of the Professional Registry Division;</li> <li>2. Monitors and ensures that the documents are in good condition;</li> <li>3. Pulls-out PERRC for verification purposes;</li> <li>4. Logs the incoming and outgoing of PERRCs; and</li> <li>5. Performs other related functions.</li> </ol>
10	Statistician V	PRC-DOLEB-STAT5-37-2016	24	Php85,074.00	Master's Degree or Certificate of 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	Central (Research and Statistics Division)	<ol style="list-style-type: none"> <li>1. Exercises management and overall supervision of the division's functions, responsibilities, and personnel;</li> <li>2. Provides consultative, advisory, and technical assistance/services to the Commission and Professional Regulatory Boards (PRBs) on matters relating to statistics and research;</li> <li>3. Oversees and supervises the development and implementation of research and studies;</li> <li>4. Reviews and recommends the approval of the research agenda of the PRBs and Commission offices;</li> <li>5. Reviews and approves analysis and interpretation of statistical data of performance of schools, universities, and colleges in licensure examinations and physical performance;</li> <li>6. Supervises the processing and review of raw data through comparative analysis of the targets vis-à-vis actual accomplishments, taking into account resource allocation;</li> <li>7. Supervises the preparation and publication of the annual performance of schools in licensure examinations and the dissemination of research information and research studies;</li> <li>8. Establishes and maintains linkages with government agencies in its areas of concern; and</li> <li>9. Performs other related functions.</li> </ol>
11	Computer Programmer I	PRC-DOLEB-COMPRO1-59-2008	11	Php22,316.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Central Office (System Development and Maintenance Division)	<ol style="list-style-type: none"> <li>1. Develops, enhances, maintains, and updates information/application systems;</li> <li>2. Provides technical support in the design, development, deployment, and implementation of outsourced systems;</li> <li>3. Builds application systems based on technical design documents;</li> <li>4. Designs program logic formulation;</li> <li>5. Develops computer program specifications;</li> <li>6. Integrates modules;</li> <li>7. Provides end-users with assistance/training in using/implementing the information/application systems; 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 24-September-2020.

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.rspshr@gmail.com](mailto:prc.rspshr@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.