

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: October 12, 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	Administrative Aide VI	PRC-DOLEB-ADA6-41-2008	6	Php15,524.00	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		Central Office (Cash Division)	<ol style="list-style-type: none"> 1. Segregates duplicate and triplicate copies of Official Receipts (OR) per booklet; 2. Sums up the total collection per booklet of OR; 3. Files OR according to sequence number; 4. Records and updates the Cashbook daily; 5. Prepares and drafts reports regarding the summary of daily deposit, collection, and OR used, and the respective attachments, for submission to the Accounting Division; 6. Monitors the bond status of accountable officers and prepares the documents needed to be bonded and/or for the renewal of bond; 7. Prepares Obligation Request and Status (ORS) and Disbursement Voucher of bonded officers; 8. Issues OR; 9. Holds and liquidates cash advance for seminars, honoraria for examination, laborers, and other related disbursements; 10. Checks Deposit Slips, Abstract of Collection, and other documents related to online and off-site collections; and 11. Performs other related functions.
2	Administrative Officer V	PRC-DOLEB-ADOF5-23-2016	18	Php42,159.00	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		Central Office (Commission Secretariat)	<ol style="list-style-type: none"> 1. Formulates and issues the Annual Communication Plan based on the Commission's plans and programs; 2. Coordinates the implementation of the Annual Communication Plan; 3. Monitors the implementation of the approved Communication Plan; 4. Recommends the approval of invitations and/or request of media interviews, TV appearance, and radio guesting; 5. Reviews and recommends the approval of press releases, news articles, and press statements to media organizations; 6. Exercises direct supervision over the employees of the unit; 7. Rates employees periodically; and 8. Performs other related functions.
3	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-47-2008	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 (Continuing Professional Development Division)	<ol style="list-style-type: none"> 1. Supervises the activities and evaluates the performance of the personnel assigned to the unit; 2. Monitors the performance of the operating unit assigned in terms of targets set and accomplishments; 3. Recommends approval of the draft resolution/s of the CPD Councils' secretary regarding the implementation of the CPD programs; 4. Recommends to the CPD Councils the approval of the application for accreditation as CPD Provider and their CPD programs, and the application for CPD credit unit/s for the activities under self-directed or lifelong learning; 5. Reviews and recommends approval of the statistical data of the accredited CPD providers and accredited CPD programs; 6. Reviews periodic accomplishment reports; and 7. Performs other related functions.
4	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-60-2008	4	Php13,807.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		Central Office (Continuing Professional Development Division)	<ol style="list-style-type: none"> 1. Acts as the personal secretary of the division chief; 2. Compiles and manages the files of the division chief; 3. Receives, logs, and/or delivers incoming and outgoing documents of the division; 4. Receives telephone calls and guests; 5. Acts as liaison officer of the division; and 6. Performs other related functions.

5	Internal Auditor V	PRC-DOLEB-IAUD5-14-2016	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 Office (Internal Audit Division)	<ol style="list-style-type: none"> 1. Sets the annual goals, objectives, plans, and work programs of the unit; 2. Establishes internal auditing guidelines and procedures for the conduct of management and operations performance audit; 3. Oversees the conduct of internal audit; 4. Conducts final review of internal audit report findings and recommendations; 5. Recommends policies and guidelines on the development and implementation of the Commission's internal audit systems; 6. Plans, supervises, evaluates, and reviews the work and performance of the unit staff; 7. Supervises the preparation of the physical accomplishment reports and narrative accomplishment reports of the unit; and 8. Performs other related functions.
6	Professional Regulations Officer II	PRC-DOLEB-PREGO2-50-2008	13	Php26,754.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Central Office (Licensure Division)	<ol style="list-style-type: none"> 1. Consolidates reports on the conduct of licensure examinations and policy/program recommendations, and prepares the periodic reports thereof; 2. Compiles and reproduces reports/certifications on the conduct of every licensure examination submitted to the Licensure Division by the Regional Directors/Exam Coordinators; 3. Consolidates reports on the estimated number of applicants from Philippine Embassies and Philippine Overseas Labor Offices (POLOs) to determine the venues for the Special Professional Licensure Board Examination (SPLBE); 4. Prepares the presentation for the annual Commission Consultation Meeting to determine the dates and venues of SPLBE; 5. Drafts plans, policies and programs, and guidelines relative to the application for and conduct of licensure examinations, for recommending approval of the Chief PRO; 6. Prepares communication letters and serves as liaison officer to the Department of Foreign Affairs (DFA) and concerned Embassies in facilitating the official passports and Visa entry of the delegation members for SPLBE for OFWs; and 7. Performs other related functions.
7	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-67-2008	4	Php13,807.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		Central Office (Professional Registry Division)	<ol style="list-style-type: none"> 1. Arranges and manages files, specifically the Permanent Examination Registration Record Cards (PERRCs) and Registry Sheets of the Professional Registry Division; 2. Monitors and ensures that the documents are in good condition; 3. Pulls-out PERRC for verification purposes; 4. Logs the incoming and outgoing of PERRCs; and 5. Performs other related functions.
8	Professional Regulations Officer II	PRC-DOLEB-PREGO2-46-2008	13	Php26,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (Rating Division)	<ol style="list-style-type: none"> 1. Assists the Professional Regulatory Boards (PRBs) in the correction of each subject for every examination; 2. Generates/prepares various reports for press release; 3. Prints the table of results of passed, failed, and conditioned examinees, and the Master List of all examinees after the release of results of every examination; 4. Ensures the completeness and accuracy of examinees' examination papers; 5. Attaches the Identification Sheets of examinees after careful scrutiny as to the consistency of the handwriting of examinees and identification numbers; 6. Generates the Item Analysis per subject; 7. Matches names file against the applicant's file; and 8. Performs other related functions.
9	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-58-2008	4	Php13,807.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		Central Office (Rating Division)	<ol style="list-style-type: none"> 1. Batches the complete sets of ID and answer sheets for storage in the vault; 2. Performs timely bookbinding of consolidated documents produced after the release of examination results; 3. Stores the examination papers inside the vault until withdrawal for reading through the Optical Mark Reader (OMR); 4. Retrieves and opens the sealed packages/envelopes in the presence of the Board Member/s concerned; 5. Transports the opened envelopes of Answer/ID sheets to the OMR Section; 6. Reproduces documents needed before and after the release of examination results; 7. Pulls-out ID Sheets of examinees requesting for correction of names and/or birthdates; 8. Performs other related functions.
10	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-23-2016	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 (Research and Statistics Division)	<ol style="list-style-type: none"> 1. Conducts an initial evaluation of research/study proposals and provides initial comments and/or recommendations; 2. Collates research proposals and formulates a research program/agenda, for approval of the Commission; 3. Assists in the conduct of research and studies of Commission offices/Professional Regulatory Boards (PRBs), which includes the formulation of conceptual schemes, design of research instruments, supervision of data collection, data processing, statistical analysis, and writing of reports; 4. Assists the chief and Statistician IV in planning the programs and research priorities of the division; 5. Facilitates the publication and dissemination of research/studies conducted; 6. Develops and recommends new systems and procedures to improve the conduct of various research/studies; and 7. Performs other related functions.

11	Administrative Aide V	PRC-DOLEB-ADA5-38-2016	5	Php14,641.00	Completion of two years 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 (Research and Statistics Division)	<ol style="list-style-type: none"> Under general supervision, layouts graphs, tables, and other visuals needed for presentations; Designs book covers, journals, and other similar outputs; Assists in the printing and/or reproduction of reports, statistical data, and other information for dissemination; Assists in the formatting of survey questionnaires; Assists in the gathering of data or survey results; Receives request for statistics and other examination results-related information; Assists in the storage and retrieval of records; and Performs other related functions.
12	Attorney V	PRC-DOLEB-ATY5-24-2016	25	Php96,985.00	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080		Central Office (Special Prosecution Division)	<ol style="list-style-type: none"> Assists the Legal Office director in advising the Commission and PRBs on investigation and prosecution matters; Exercises supervision and control over special prosecutors and legal staff of the division; Undertakes final review of draft pleadings, correspondence, reports, resolutions, opinions, and/or comments; Supervises the filing of suits before any court or tribunal against persons who commit acts or omissions in violation of the Professional Regulatory Laws and the PRC Modernization Act; Supervises the verification of status of cases and the updating of the database on the status of all pending cases; Provides general supervision and monitoring over all cases filed before the regular courts and quasi-judicial agencies which are pending for investigation and hearing; and Performs other related functions.
13	Attorney III	PRC-DOLEB-ATY3-20-2016	21	Php59,353.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Special Prosecution Division)	<ol style="list-style-type: none"> Acts as Special Prosecutor in cases filed by the Commission against any professional, Commission employee, applicant for examination (examinee), member of the PRBs, or other persons violating the laws implemented by the PRC and the PRBs; Represents the Commission and the PRBs in all 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; Assists in advising the Commission and its officials and the PRBs on investigation and prosecution matters, as well as on legal and technical matters relative to departmental policies and the procedures of special prosecution; Drafts pleadings, correspondence, opinions, and/or comments; Files suits before any court or tribunal against persons who commit acts or omissions in violation of the Professional Regulatory Laws and the PRC Modernization Act; Provides general supervision and monitoring over all cases filed before the regular courts and quasi-judicial agencies which are pending for investigation and hearing; and Performs other related functions.
14	Information Technology Officer III	PRC-DOLEB-ITO3-55-2008	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 Office (System Development and Maintenance Division)	<ol style="list-style-type: none"> Assists the Director of the Information and Communications Technology Service (ICT Service) in the development and implementation of the Commission's Information Systems Strategic Plan (ISSP); Supervises the development, implementation, and enhancement of information/application systems; Reviews requirements specification documents, functional design documents, technical design documents, and user manuals; Supervises the procurement, evaluation, inspection, installation, deployment, and implementation of outsourced hardware and software; Prepares the Terms of Reference (TOR) for outsourced projects; Supervises the preparation and implementation of programs, projects, and annual work and financial plans of the division; Plans, supervises, evaluates, and reviews the work and performance of the division staff; Prepares the physical accomplishment and narrative accomplishment reports of the division; and 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 11-November-2020.

- 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;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- 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

hrddprc.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.