

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

PROFESSIONAL REGULATIONS 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:

ARJAY R. ROSALES

HRMO

Date: September 28, 2021

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	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-25-2016	22	Php68,415.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Central Office (Accreditation and Compliance Division)	<ol style="list-style-type: none"> 1. Assists the division chief in the performance of his/her functions and acts as Officer-in-Charge in his/her absence; 2. Supervises the activities of the unit heads in the performance of their functions; 3. Monitors the performance of operating units in terms of targets set and accomplishments; 4. Reviews and recommends to the division chief the approval of the draft policies and programs of the division; 5. Reviews and recommends to the concerned PRBs the approval of the application for accreditation of the professional organizations, firms/partnerships/ corporations allowed to practice the regulated profession, training programs and institutions, and specialty societies and organizations; 6. Recommends to the PRBs the approval of the proposed draft of Schedule of Inspection and Monitoring; and 7. Performs other related functions.
2	Chief Administrative Officer	PRC-DOLEB-CADOF-32-2008	24	Php86,742.00	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"> 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; 2. Supervises the development of plans and programs, systems, and procedures relative to management improvement and internal control matters; 3. Renders advisory services and technical assistance in budgeting operations and management systems; 4. Recommends the Agency Work and Financial Plan, Agency Budget Matrix, and Annual Allocation Program with supporting documents; 5. Reviews forms, orders and circulars embodying instruction on budget and appropriation control for the signature of the agency head; 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; 7. Processes money claims and acts on obligation of allotments; 8. Supervises the preparation, maintenance, modification, and updating of the Commission's organization operating procedure manuals; 9. Recommends appropriate action and initiates revisions on designed quality assessment programs; 10. Approves and submits periodic and required reports to Agency officials and oversight government offices; 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 12. Performs other related functions.
3	Administrative Assistant II	PRC-DOLEB-ADAS2-48-2008	8	Php18,251.00	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 Office (Budget and Management Division)	<ol style="list-style-type: none"> 1. Performs preliminary budget analysis; 2. Prepares Project Procurement Management Plan (PPMP) for the division; 3. Assists in the preparation of annual budget estimates and other related budgetary reports; 4. Processes various claims; 5. Acts as records custodian of financial reports and other related documents; and Performs other related functions.
4	Attorney III	PRC-DOLEB-ATY3-19-2016	21	Php60,901.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Commission Secretariat)	<ol style="list-style-type: none"> 1. Assists the unit head in supervising and ensuring the prompt disposition of appealed cases; 2. Reviews, evaluates, and makes recommendations on cases brought on appeal; 3. Reviews draft decisions before submission to the Commission for signature; 4. Prepares draft decisions, orders, and other legal communications; 5. Acts as legal representative/counsel of the Commission in all cases brought before the Appellate Courts, in coordination with the Office of the Solicitor General and the Department of Justice; 6. Executes the decisions and orders of the Commission in appealed cases; and 7. Performs other related functions.
5	Administrative Assistant II	PRC-DOLEB-ADAS2-29-2016	8	Php18,251.00	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 Office (Commission Secretariat)	<ol style="list-style-type: none"> 1. Records incoming and outgoing correspondences of the unit; 2. Transmits letters for mailing to the Records Management Division; 3. Submits Commission resolutions on recommendation for appointment of nominees to the Office of the President; 4. Monitors the records of nominees and/or applicants and the transmittal of recommendation, nomination, and/or application; 5. Checks the completeness of documentary requirements of nominees and/or applicants; 6. Prepares the files of documentary requirements of nominees/applicants scheduled for interview; 7. Coordinates with the staff of the Commission Proper regarding the schedule of interview of nominees and the oath taking of appointees; 8. Assists in the conduct of interview of nominees and oath taking of appointees; 9. Drafts press releases/announcements, and 10. Performs other related functions.

6	Computer File Librarian I	PRC-DOLEB-CFL1-56-2016	8	Php18,251.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (Database Management Systems Division)	<ul style="list-style-type: none"> 1. Receives approved service requests from the Central and Regional Offices; 2. Checks the completeness of the submitted approved service request and its supporting documents; 3. Coordinates with the concerned office/division for any discrepancies noted, as necessary; 4. Assists in the document scanning work; 5. Prepares the physical accomplishment and narrative accomplishment reports of the division; and 6. Performs other related function.
7	Security Officer I	PRC-DOLEB-SECO1-39-2008	11	Php23,877.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (General Services Division)	<ul style="list-style-type: none"> 1. Exercises authority over the security personnel of the Commission, including outsourced private guards; 2. Executes and enforces all orders, directives, and instructions of the Commission; 3. Plans the organization, employment, and disposition of guards into units; 4. Approves schedule of duties of the guards and monitors their compliance; 5. Conducts investigation of serious violations of office rules and regulations, and enforces discipline as necessary; 6. Maintains records of incident reports regarding security; and 7. Performs other related functions.
8	Administrative Aide VI	PRC-DOLEB-ADA6-65-2008	6	Php16,200.00	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 (Internal Audit Division)	<ul style="list-style-type: none"> 1. Under general supervision, assists in the conduct of internal audit; 2. Gathers information on management and operations performance to be audited; 3. Discusses research findings with the leader of audit team; and 4. Performs other related functions.
9	Executive Assistant II	PRC-DOLEB-EXA2-26-2008	17	Php39,986.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Central Office (Office of the Chairman)	<ul style="list-style-type: none"> 1. Plans, supervises, and directs the performance of administrative and technical duties of subordinate staff to assist the Assistant Commissioner in exercising his functions; 2. Acts on routine and administrative matters, including endorsements, letters, and other correspondence; 3. Reviews office orders, memoranda, circulars, and other documents in conformance with laws, policies, and rules and regulations; and 4. Performs other related functions.
10	Attorney III	PRC-DOLEB-ATY3-2-2019	21	Php60,901.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Office of the Chairman)	<ul style="list-style-type: none"> 1. Provides legal advice and assistance on matters referred by the Commission Chairperson; 2. Conducts researches on issues and concerns involving the interpretation and application of law, policies, rules and regulations; 3. Performs other related functions.
11	Legal Assistant I	PRC-DOLEB-LEA1-25-2016	10	Php21,205.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (Special Prosecution Division)	<ul style="list-style-type: none"> 1. Assists the division Attorneys in all legal works/activities relative to the functions of the division; 2. Drafts formal charges against examinees and/or professionals, pleadings, letters, opinions/comments, and other correspondence; 3. Conducts legal research on all legal issues and cases forwarded to the division; 4. Verifies the status of cases and updates the database on the status of all pending cases; 5. Monitors all cases filed before the regular courts and quasi-judicial agencies which are pending for investigation and hearing; and 6. Performs other related functions.

12	Information Technology Officer III	PRC-DOLEB-ITO3-38-2016	24	Php86,742.00	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 (Network Infrastructure and Information Security Division)	<ol style="list-style-type: none"> 1. 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); 2. Supervises the development/adoption, implementation, and maintenance of applicable information systems and new information, and communication technologies; 3. Prepares, plans, and recommends policies, standard procedures, and designs for network and security, and disaster management plan; 4. Develops and monitors security plans to ensure data integrity, authentication, recovery, and continuity of operations, including access controls, disaster recovery plans, and contingency plans as a Business Continuity Plan; 5. Develops and supervises the conduct of capacity planning activities regarding network maintenance, IT security awareness, and disaster and recovery for PRC Offices; 6. Maintains system documentation and configuration data, for regulatory and audit purposes; 7. Reviews the Term of Reference (TOR) for the procurement of IT equipment; 8. Supervises the preparation and implementation of programs, projects, and annual work and financial plans of the division; 9. Plans, supervises, evaluates, and reviews the work and performance of the division staff; 10. Reviews the physical accomplishment and narrative accomplishment reports of the division; and 11. Performs other related functions.
13	Professional Regulations Assistant	PRC-DOLEB-PREGA-13-2016	8	Php18,251.00	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 (PRB Secretariat Division)	<ol style="list-style-type: none"> 1. Assists the board secretaries in ensuring the efficient and smooth operations within their respective clusters; 2. Coordinates with the other PRAs to ensure smooth flow of activities within the PRB Secretariat; 3. Assists in handling the custody, management, and maintenance of all PRB and PRB Secretariat files and documents; 4. Assists the board secretaries in the drafting of resolutions, memoranda, notices, letters, endorsements, and other correspondence of the PRBs; 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; 6. Assists in drafting periodic accomplishment and other reports of the PRB Secretariat; and 7. Performs other related functions
14	Chief Administrative Officer	PRC-DOLEB-CADOF-29-2016	24	Php86,742.00	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"> 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; 2. Recommends policies and programs on supply and property management; 3. Conducts periodic monitoring to evaluate the proper implementation of supply and property management; 4. Establishes and maintains linkages with other government and private agencies; and 5. Performs other related functions.
15	Statistician V	PRC-DOLEB-STAT5-37-2016	24	Php86,742.00	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 (Research and Statistics Division)	<ol style="list-style-type: none"> 1. Exercises management and overall supervision of the division's functions, responsibilities, and personnel; 2. Provides consultative, advisory, and technical assistance/services to the Commission and Professional Regulatory Boards (PRBs) on matters relating to statistics and research; 3. Oversees and supervises the development and implementation of research and studies; 4. Reviews and recommends the approval of the research agenda of the PRBs and Commission offices; 5. Reviews and approves analysis and interpretation of statistical data of performance of schools, universities, and colleges in licensure examinations and physical performance; 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; 7. Supervises the preparation and publication of the annual performance of schools in licensure examinations and the dissemination of research information and research studies; 8. Establishes and maintains linkages with government agencies in its areas of concern; and 9. Performs other related functions.
16	Administrative Aide V	PRC-DOLEB-ADA5-41-2008	5	Php15,275.00	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"> 1. Under general supervision, layouts graphs, tables, and other visuals needed for presentations; 2. Designs book covers, journals, and other similar outputs; 3. Assists in the printing and/or reproduction of reports, statistical data, and other information for dissemination; 4. Assists in the formatting of survey questionnaires; 5. Assists in the gathering of data or survey results; 6. Receives request for statistics and other examination results-related information; 7. Assists in the storage and retrieval of records; and 8. Performs other related functions.
17	Attorney II	PRC-DOLEB-ATY2-35-2008	18	Php43,681.00	Bachelor of Laws	None required	None required	RA 1080	Central Office (Special Prosecution Division)	<ol style="list-style-type: none"> 1. 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; 2. 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; 3. 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; 4. Drafts pleadings, correspondence, opinions, and/or comments; 5. 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; 6. 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 7. Performs other related functions.

18	Attorney III	PRC-DOLEB-ATY3-34-2008	21	Php60,901.00	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"> 1. Conducts investigations for cases assigned by supervisor, as well as complaints filed in the Central and Regional offices, as needed; 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; 3. Provides all information obtained during the investigation and obtains additional evidence as may be required to support the charge in question; 4. Prepares comprehensive reports of investigations and provides recommendations regarding action/s to be taken for the investigation of the case, as required; 5. Reviews draft briefs for presentation before the Commission and the PRBs; 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; 7. Assists in advising the Commission and its officials and the PRBs on investigation and prosecution matters; and 8. Performs other related functions.
19	Information Technology Officer III	PRC-DOLEB-ITO3-55-2008	24	Php86,742.00	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 & Maintenance Division)	<ol style="list-style-type: none"> 1. 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); 2. Supervises the development, implementation, and enhancement of information/application systems; 3. Reviews requirements specification documents, functional design documents, technical design documents, and user manuals; 4. Supervises the procurement, evaluation, inspection, installation, deployment, and implementation of outsourced hardware and software; 5. Prepares the Terms of Reference (TOR) for outsourced projects; 6. Supervises the preparation and implementation of programs, projects, and annual work and financial plans of the division; 7. Plans, supervises, evaluates, and reviews the work and performance of the division staff; 8. Prepares the physical accomplishment and narrative accomplishment reports of the division; and 9. Performs other related functions.
20	Computer Programmer I	PRC-DOLEB-COMPRO1-59-2008	11	Php23,877.00	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"> 1. Develops, enhances, maintains, and updates information/application systems; 2. Provides technical support in the design, development, deployment, and implementation of outsourced systems; 3. Builds application systems based on technical design documents; 4. Designs program logic formulation; 5. Develops computer program specifications; 6. Integrates modules; 7. Provides end-users with assistance/training in using/implementing the information/application systems; and 8. Performs other related functions.
21	Administrative Officer V	PRC-DOLEB-ADOF5-24-2016	18	Php43,681.00	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 (Records Division)	<ol style="list-style-type: none"> 1. Assists in the preparation, approval, and implementation of the Records Retention Disposition Schedule (RRDS) for the Commission; 2. Coordinates with the record custodians of different Commission offices regarding the inventory of their records for transfer to the Records Management Division (RMD)/ Central Office; 3. Receives, maintains, and supervises the boxes of records for transfer and/or storage; 4. Coordinates with the National Archives of the Philippines (NAP) regarding the approval of the authority to shred and dispose, the scheduling of shredding, disposal, and transfer of permanent records to the Records Center of NAP, and the availability of authorized NAP analyst to witness the shredding; 5. Supervises the shredding and disposal of test questionnaires/booklets, and the spoiled, obsolete, and valueless records; 6. Reviews the retention period of each record according to the RRDS; 7. Prepares the Certificate of Shredding; 8. Coordinates the transfer and disposal of records/document boxes of different Commission offices and divisions/sections; 9. Coordinates with NAP, Commission on Audit (COA), and buyer regarding the scheduled disposal and signing of the Certificate of Disposal; and 10. 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 October 28, 2021.

1. Letter of Intent indicating the position, item number and place of assignment of the position that you are applying for;
2. Fully accomplished **NOTARIZED** Personal Data Sheet (PDS) with recent passport-sized picture and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Certificates of Relevant Trainings and Seminars attended;
7. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
8. A certification issued by the HR/Administrative Officer that the applicant has been performing supervisory/ managerial functions and managing a number of staff for a number of years;
9. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
10. NBI clearance;
11. CSC, Ombudsman, Sandiganbayan Clearances **(for government employees)**;
12. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
13. Medical Declaration Form (see below **"Click HERE for the Additional Requirements and Medical Certificate"**)

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

htrdprc.recruitment@gmail.com

OCUMENTS SHALL NOT BE ENTERTAINED.