

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:

ARJAY R. ROSALES

HRMO

Date: November 29, 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	Administrative Assistant II	PRC-DOLEB-ADAS2-48-2008	8	Php18,251.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	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 6. Performs other related functions.
2	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.
3	Administrative Assistant V	PRC-DOLEB-ADAS5-20-2016	11	Php23,877.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Eight (8) hours of relevant training	Two (2) years 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. Acts as Secretary and Stenographer, Prepares quarterly and annual status reports on appealed cases and other transactions of the Legal Appeals Unit; 2. Prepares statistics on appealed cases; 3. Accounts for and takes custody of the physical inventory of appealed cases; 4. Compiles circulars, memoranda, office orders, resolutions, and other documents for reference; 5. Encodes correspondence, reports, and other documents; 6. Transmits correspondence, decisions, orders, and other legal communications; 7. Takes dictation and transcribes shorthand notes of the staff meetings; 8. Maintains inventory of supplies and acts as the over-all custodian thereof; 9. and Performs other related duties.
4	Administrative Assistant II	PRC-DOLEB-ADAS2-29-2016	8	Php18,251.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	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.

5	Chief Administrative Officer	PRC-DOLEB-CADOF-30-2008	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 (General Services Division)	<ol style="list-style-type: none"> Supervises and monitors the general service operations of the office; 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; Plans, monitors, and evaluates the division's target and performance according to agreed indicators and measures; Monitors and evaluates the implementation of the provision of security and janitorial services; Reviews and finalizes policy recommendations on general service administration; Provides technical assistance in procurement relative to infrastructure and physical facilities development; 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 Performs other related functions.
6	Supervising Administrative Officer	PRC-DOLEB-SADOF-32-2016	22	Php68,415.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Central Office (General Services Division)	<ol style="list-style-type: none"> Assists the Chief Administrative Officer in the day to day operations of the division; Assists in the planning, monitoring, and evaluation of the division's target and performance according to agreed indicators and measures; Formulates and/or reviews policy recommendations on general service administration; Monitors and evaluates the implementation of the provision of security and janitorial services, and the maintenance programs for buildings and facilities, including furniture and fixtures, equipment and motor vehicles, and other similar physical assets of the Commission; Assists in supervising the creation of project plans and diagrams, and prepares the project specification, budget, and timeline; Reviews and recommends all infrastructure and physical facilities plans and project proposals; Provides technical assistance in procurement relative to infrastructure and physical facilities development, and monitors their implementation; and Performs other related functions.
7	Administrative Aide IV	PRC-DOLEB-ADA4-43-2008	4	Php14,400.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	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"> Assembles, installs, tests, monitors, inspects/diagnoses, maintains, and/or repairs electrical/electronic wiring, equipment, appliances, apparatus, and fixtures, in accordance with relevant codes/guidelines; Designs, builds/assembles, installs, inspects, maintains, and/or repairs structures, fixtures, furniture, and other items used within the Commission premises; Installs, inspects, maintains, or repairs/replaces the plumbing system and its components (i.e., urinals, faucets, sinks, etc.); Plans layout and installation of electrical wiring, equipment, and fixtures, based on job specifications and local codes; Studies specifications in blueprints, sketches, and/or building plans for the preparation of the project layout and plan; Directs and trains workers/laborers/helpers to build/install, maintain, or repair systems, equipment, and/or fixtures; Performs other related functions.
8	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)	<ol style="list-style-type: none"> Exercises authority over the security personnel of the Commission, including outsourced private guards; Executes and enforces all orders, directives, and instructions of the Commission; Plans the organization, employment, and disposition of guards into units; Approves schedule of duties of the guards and monitors their compliance; Conducts investigation of serious violations of office rules and regulations, and enforces discipline as necessary; Maintains records of incident reports regarding security; and Performs other related functions.

9	Administrative Officer II	PRC-DOLEB-ADOF2-1-2020	11	Php23,877.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Central Office (Human Resource Development Division)	<ol style="list-style-type: none"> 1. Prepares pertinent documents relative to personnel actions, such as leave balance, record of absences and tardiness, payroll, voucher, Obligation Request and Status (ORS), payslip, memorandum, and terminal pay; 2. Maintains and updates the employees' leave card and payroll system; 3. Act as liaison officer to the Government Service Insurance System (GSIS) and other government agencies; 4. Prepares reports and documents pertaining to leave administration, compensation, and employees' welfare; and 5. Performs other related functions.
10	Administrative Aide VI	PRC-DOLEB-ADA6-65-2008	6	Php16,200.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	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 (Internal Audit Division)	<ol 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.
11	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-26-2016	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 (International Development Division)	<ol style="list-style-type: none"> 1. Assists the division chief in the planning, provision of direction, and supervision of the operations and activities of the division; 2. Reviews the output of the analysis in the developments and monitors and updates the division chief of foreign countries' compliance to commitment/deliverables under existing international agreements/cooperations, including trade in services policy strategies, directions, and developments in international trade in services agreements, parallel international trade agreements; 3. Reviews draft accomplishment reports, for approval of the division chief; 4. Reviews and endorses to the division chief the recommended plan of activities of the division and consultative plans; 5. Reviews draft questionnaires and other materials (i.e., briefing notes, executive summary, etc.) needed for the consultations/ meetings; 6. Reviews and endorses to the division chief the identified people/entities to be considered as stakeholders for consultations/ meetings; 7. Reviews and analyzes the output from the consultation or meeting and prepares the initial report thereon; 8. Oversees the coordination of the preparation and conduct of consultations/meetings and ensures compliance of protocols; 9. Identifies necessary steps/actions to be taken, including the conduct of further consultations or meetings, as necessary; 10. Reviews the prepared initial study report and/or global market information and determines responsiveness and completeness thereof; and 11. Performs other related functions.

12	Professional Regulations Officer III	PRC-DOLEB-PREGO3-28-2016	16	Php36,628.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	Central Office (International Development Division)	<ol style="list-style-type: none"> 1. Formulates initial consultative plan; 2. Identifies people/entities to be considered as stakeholders for consultations/meetings; 3. Provides logistical and administrative assistance in the conduct of consultations or meeting, including meeting materials and documents; 4. Assists in the general conduct of the consultation or meeting proper; 5. Assists in ensuring compliance of protocols in the consultations or meetings; 6. Conducts initial assessment of requests for position/inputs; 7. Gathers required data and other related literature and processes them into organized format ready for analysis; 8. Records pertinent details of the meeting or consultation proceedings; 9. Coordinates with agencies, entities and other offices of the Commission relative to the function of the division; 10. Records and manages calendar of consultative activities; 11. Verifies required data and other related literature (e.g. trade in services agreements, parallel international trade agreements including professional regulatory regimes, labor market trends, Schedule of Commitments, range of competencies and qualifications, and qualifications standards of other countries, etc.) and processes them into organized format ready for analysis; and 12. Performs other related functions.
13	Attorney II	PRC-DOLEB-ATY2-24-2016	18	Php43,681.00	Bachelor of Laws	None required	None required	RA 1080	Central Office (Legal Research and Opinion Division)	<ol style="list-style-type: none"> 1. Prepares/drafts legal research and opinions, contracts and agreements, and other legal issues/inquiries and concerns; 2. Coordinates with hearing officers regarding the requested legal research and opinions; 3. Undertakes assessment of citizenship qualifications of applicants, as necessary, for the licensure examinations and renders legal advice in relation thereto; 4. Prepares recommendations pertaining to petitions for correction of name and/or date of birth; 5. Assists in the preparation of office orders, circulars, or memoranda; 6. Renders legal advice to public queries; 7. Assists in advising the Commission on legal matters; 8. Assists in advising the department heads/officials on legal and technical matters relative to departmental policies and procedures; and 9. Performs other related functions.
14	Professional Regulations Officer II	PRC-DOLEB-PREGO2-50-2008	13	Php28,276.00	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.
15	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.

16	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)	<ol 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.
17	Administrative Aide V (Chauffeur I)	PRC-DOLEB-ADA5-36-2016	5	Php15,275.00	None required	None required	None required	Professional Driver's License (MC No. 10, s. 2013- CAT. IV		Central Office (Office of the Chairman)	<ol style="list-style-type: none"> 1. Drives the vehicle of the Chairperson in accordance with approved trip ticket; 2. Supervises the maintenance and servicing of the official vehicle; 3. Prepares trip tickets; and 4. Performs other related functions.
18	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-39-2008	19	Php48,313.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Central Office (Rating Division)	<ol style="list-style-type: none"> 1. Assumes full responsibility in the operation and maintenance of the hardware and software components of the various systems being utilized by the division; 2. Provides inputs in the formulation of plans and strategies relative to the processing and releasing of examination results, in consultation with the Professional Regulatory Boards; 3. Ensures the timely preparation and accurate generation of the alphabetical lists of successful examinees, topnotchers, and performance of schools, and the printing of the table of results; 4. Assigns work, issues verbal or written instructions, and reviews accomplished work for accuracy and conformity with standing policies and procedures; 5. Ensures the strict implementation of the policies and guidelines regarding the correction and releasing of licensure examinations; 6. Establishes and maintains an active continuing program for the improvement of systems in the division; 7. Ensures the timely preparation and submission of periodic reports on the overall accomplishment of the division operations; 8. Monitors the regular conduct of the system's calibration to ensure accuracy in the computerized processing of examination results; 9. Performs other related functions.
19	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.

20	Administrative Aide V	PRC-DOLEB-ADA5-41-2008	5	Php15,275.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	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"> 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.
21	Attorney III	PRC-DOLEB-ATY3-22-2016	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. 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; 2. 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; 3. 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; 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.
22	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.
23	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)	<ol 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.

24	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.
25	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.
26	Professional Regulations Officer II	PRC-DOLEB-PREGO2-27-2016	13	Php28,276.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	Central Office (Test Development Division)	<ol style="list-style-type: none"> 1. Encodes test questions in the Test Questions Data Bank; 2. Assists in the coordination of the schedule regarding the conduct of peer review and item analysis meeting with test consultants and Professional Regulatory Boards (PRBs), and performs other administrative tasks for the meeting; 3. Assists in the creation of a summary matrix of the item analysis of results in all subjects of licensure exam conducted; 4. Receives letter(s) of request for copies of sample test questions from various schools, colleges, and universities; 5. Routes outgoing letters, reports, and memoranda, and maintains a logbook/file of all incoming and outgoing division communications; and 6. 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 December 14, 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"**)

and 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

È DOCUMENTS SHALL NOT BE ENTERTAINED.