

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: December 22, 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	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	N/A	Central Office (Commission Secretariat)	<ol style="list-style-type: none"> Assists the unit head in supervising and ensuring the prompt disposition of appealed cases; Reviews, evaluates, and makes recommendations on cases brought on appeal; Reviews draft decisions before submission to the Commission for signature; Prepares draft decisions, orders, and other legal communications; 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; Executes the decisions and orders of the Commission in appealed cases; and Performs other related functions.
2	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	N/A	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.
3	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	N/A	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.

4	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	N/A	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.
5	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	N/A	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.
6	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	N/A	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.

7	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	N/A	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.
8	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	N/A	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.
9	Attorney II	PRC-DOLEB-ATY2-35-2008	18	Php43,681.00	Bachelor of Laws	None required	None required	RA 1080	N/A	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.

10	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	N/A	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.
11	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	N/A	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.

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 January 1, 2022.

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;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
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 (can be downloaded at PRC website)

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.