

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: February 7, 2022

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	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-29-2016	19	Php49,835.00	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 (Licensure Office)	<ol style="list-style-type: none"> Handles the requisition of all supplies and equipment to be used inside the confidential room and have them delivered thereat on the day of examination; Prepares the Test Questions/Test Booklets Accountability Forms, Floor Supervisors' Test Questions Distribution Forms, and other Confidential Printing Room forms and reports; Supervises the implementation of security and controls to safeguard the integrity of Test Questions; Supervises and witnesses the opening of sealed envelopes of TQ diskettes by Computer Opening witnessed by the Professional Regulatory Board (PRB) concerned and designated PNP/NBI Security Officers; Supervises the printing, collating, assembling, packing, labelling, and releasing of Test Questions Sets; Reviews plans, policies and programs, and guidelines relative to the application for and conduct of licensure examinations, for recommending approval of the Chief PRO; and Performs other related functions.
2	Professional Regulations Assistant	PRC-DOLEB-PREGA-13-2016	8	Php18,998.00	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	N/A	Central Office (PRB Secretariat Division)	<ol style="list-style-type: none"> Assists the board secretaries in ensuring the efficient and smooth operations within their respective clusters; Coordinates with the other PRAs to ensure smooth flow of activities within the PRB Secretariat; Assists in handling the custody, management, and maintenance of all PRB and PRB Secretariat files and documents; Assists the board secretaries in the drafting of resolutions, memoranda, notices, letters, endorsements, and other correspondence of the PRBs; Assists the board secretaries in the preparation for and conduct of the mass oath taking of new professionals and the orientation of new PRBs; Assists in drafting periodic accomplishment and other reports of the PRB Secretariat; and Performs other related functions.
3	Administrative Assistant I	PRC-DOLEB-ADAS1-24-2008	7	Php17,899.00	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 (Subprofessional) First Level Eligibility	N/A	Central Office (Procurement and Supply Division)	<ol style="list-style-type: none"> Receives, checks, and records delivered items/supplies and accountable forms; Prepares requisite forms and/or documents for the procurement of supplies/equipment, as well as the Gate Pass for supplies to be shipped; Records and assigns the control number for the different forms regarding requests/requisition of supplies and equipment; Receives and checks the accuracy and completeness of information and documentary requirements of all documents/forms pertaining to the procurement of various office supplies, materials, and equipment; Receives and checks the quotations submitted by suppliers as to the unit cost and specification of the item; Maintains and updates the files of approved request, canvass, and inspection forms and acceptance reports, as well as the records/delivery books; Coordinates with the designated auditors and technical inspectors regarding the inspection of delivered items/supplies; Coordinates with the Department of Budget and Management Procurement Service regarding the status of undelivered items; Reviews and counter-checks the monthly billing statements of the official courier of the commission with the daily airway bill; Monitors the balance of supplies in the Stock Ledger Cards (SLC) and prepares the Stock Position Form and supporting documents; and Performs other related functions.

4	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-24-2016	22	Php69,963.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Professional Registry Division)	<ol style="list-style-type: none"> 1. Assists the Chief PRO in the performance of his/her functions and acts as Deputy Chief in his/her absence; 2. Supervises the activities and accomplishment of the various operating units in the performance of their functions; 3. Reviews and recommends for approval of the chief the draft plans, policies, programs, guidelines, and standards relative to the registration of professionals (with and without examination), issuance of professional license/Certificate of Registration, renewal of Professional Identification Card, and authentication of professional documents; 4. Maintains custody of original copy of records of initial registration, renewal of Professional ID cards, and suspension and/or revocation of license; 5. Examines the accuracy of the printed Certificates of Registration; 6. Reviews and recommends the approval of the statistical data of registered professionals; and 7. Performs other related functions.
5	Professional Regulations Assistant	PRC-DOLEB-PREGA-14-2016	8	Php18,998.00	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	N/A	Central Office (Professional Registry Division)	<ol style="list-style-type: none"> 1. Prints the Certificates of Registration, as well as the amended and replacement/duplicates thereof; 2. Prepares the monthly preventive maintenance schedule of printing machines, for submission to ICTS; and 3. Performs other related functions.
6	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-33-2008	24	Php88,410.00	Master's Degree or Certificate in 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 (Rating Division)	<ol style="list-style-type: none"> 1. Exercises direct supervision over the employees of the Rating Division; 2. Plans and implements the activities in the processing and releasing of examination results, in close coordination with the Professional Regulatory Boards (PRBs); 3. Supervises and monitors the strict implementation of the policies and guidelines in the correction and releasing of licensure examinations; 4. Reviews and recommends the approval of the Annual Master Schedule of Releases of Examination Results; 5. Reviews and submits periodic reports to the Commission on the over-all accomplishment of division operations; 6. Reviews and recommends the approval of resolutions, for signature of the PRBs, Secretary to the PRBs, and the Commission Proper; 7. Exercises direct supervision over the preparation of the alphabetical lists of the successful examinees, toppers, and performance of schools to prevent the leakage of advanced information relative thereto before the examination results are officially released; 8. Exercises direct supervision over the printing of the table of results and assumes responsibility for the correctness and accuracy of the data; 9. Rates employees periodically; and 10. Performs other related functions
7	Professional Regulations Officer III	PRC-DOLEB-PREGO3-43-2008	16	Php38,150.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Rating Division)	<ol style="list-style-type: none"> 1. Performs computerized consolidation of the ratings of examinees; 2. Reviews the reports on the conduct of examinations and elevates the same to the section head for proper action prior to the release of examination results; 3. Under immediate supervision, ensures the smooth operation and regular maintenance of the hardware and software components of the various systems in the division; 4. Checks and reviews the initial copies of the table of results, alphabetical listing of passers, performance of schools, and topper examinees, for signature of the Professional Regulatory Boards (PRBs); 5. Checks and analyzes the statistical reports generated during the processing of examination results; 6. Handles the requisitioning of all supplies and equipment to be used in the day-to-day operation of the division; and 7. Performs other related functions.

8	Administrative Aide IV	PRC-DOLEB-ADA4-39-2008	4	Php14,993.00	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 (Records Division)	<ol style="list-style-type: none"> 1. Receives turned over records for storage; 2. Reviews the retention period of each record according to the Records Retention and Disposition Schedule (RRDS); 3. Receives incoming and outgoing letters/documents, including Return-to-Sender (RTS) and return cards from the Philippine Post Office (PHLPOST); 4. Files the transmittal list received by the PHLPOST for the replenishment of used metered stamp; 5. Disseminates the schedule of shredding to the PRB, Internal Audit Services Unit (IAS), and the National Archives of the Philippines (NAP); 6. Prepares documentary requirements for the shredding of test questions and test booklets (i.e., Certificate of Shredding and Letter of Request to NAP); 7. Assists in the shredding of test booklets and/or test questionnaires and the regular disposal of absolute and valueless records, in accordance with the RRDS of the Commission; 8. Prepares periodic accomplishment reports; 9. Retrieves the Table of Results and Masterlist, for verification with the NAP; and 10. Performs other related functions.
9	Attorney II	PRC-DOLEB-ATY2-35-2008	18	Php45,203.00	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	Legal Assistant I	PRC-DOLEB-LEA1-25-2016	10	Php22,190.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	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.

11	Computer Programmer I	PRC-DOLEB-COMPRO1-59-2008	11	Php25,439.00	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.
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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 March 9, 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.