

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: March 22, 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-22-2016	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 (Commission Secretariat)	<ol style="list-style-type: none"> 1. Supervises and instructs the staff assigned in the receipt and transmittal of documents; 2. Pre-assesses the qualification requirements of nominees/applicants to the vacancies in the Professional Regulatory Boards (PRBs); 3. Reviews the prepared files of documentary requirements of nominees/applicants for interview; 4. Coordinates with the concerned nominees/applicants and Accredited Professional Organizations (APOs) on selection matters; 5. Prepares the PRB Selection Committee Evaluation & Ranking Sheet; 6. Drafts the Commission's correspondences and PRC resolutions recommending appointments of nominees; 7. Coordinates with the publishing company regarding the publication of press releases/announcements; 8. Assists the Supervisor in the preparation and submission of reports; and 9. Performs other related functions.
2	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-28-2016	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 (Continuing Professional Development Division)	<ol style="list-style-type: none"> 1. Recommends to the director of the Regulation Office the plans, policies, and programs relative to the implementation of the CPD program; 2. Supervises the work and operations of the division staff; 3. Evaluates the performance of the operating units in terms of the targets set and accomplishments; 4. Reviews and approves the statistical data of the accredited CPD providers and accredited CPD programs; 5. Conducts study and benchmarking for the development and improvement of the CPD program; 6. Undertakes final review of and approves the periodic accomplishment reports of the division; 7. Provides technical support to CPD Councils; 8. Collaborates, networks, and coordinates with concerned stakeholders in the government, industry, and other organizations; and 9. Performs other related functions.
3	Attorney V	PRC-DOLEB-ATY5-30-2008	25	Php100,788.00	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080	N/A	Central Office (Hearing and Investigation Division)	<ol style="list-style-type: none"> 1. Assists the Legal Office director in advising the Commission on investigation and hearing matters; 2. Exercises supervision and control over hearing officers and legal staff of the division; 3. Undertakes final review of draft rulings and decisions; 4. Monitors the status of administrative and conciliation-mediation cases filed before the PRBs; 5. Records and monitors the status of all cases filed in regular courts by and against the Commission and PRBs; 6. Supervises the verification of status of cases and the updating of the database on the status of all pending cases; 7. Issues certification and/or clearance regarding the status of individual professionals as required by international agencies, including Commission officials and employees and PRBs; 8. Directly supervises the docketing and records functions; 9. Assists the Commission in the preparation of office orders, circulars, or memoranda; and 10. Performs other related functions.

4	Legal Assistant I	PRC-DOLEB-LEA1-28-2016	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 (Legal Research and Opinion Division)	<ol style="list-style-type: none"> 1. Assists the division attorneys in drafting legal research and opinions, contracts and agreements, and other legal issues/inquiries and concerns; 2. Undertakes assessment of citizenship qualifications of applicants, as necessary, for the licensure examinations and renders legal advice in relation thereto; 3. Drafts/prepares and finalizes recommendations pertaining to petitions for correction of name and/or date of birth; 4. Assists in coordinating with hearing officers regarding the requested legal research and opinions; and 5. Performs other related functions.
5	Information Technology Officer III	PRC-DOLEB-ITO3-38-2016	24	Php88,410.00	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
6	Attorney III	PRC-DOLEB-ATY3-2-2019	21	Php62,449.00	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.
7	Statistician V	PRC-DOLEB-STAT5-37-2016	24	Php88,410.00	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

8	Administrative Aide V	PRC-DOLEB-ADA5-41-2008	5	Php15,909.00	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 III	PRC-DOLEB-ATY3-20-2016	21	Php62,449.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	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.

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 April 21, 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 Transcript of Records;
5. Certificates of Relevant Trainings and Seminars attended;
6. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
7. 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;
8. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
9. NBI clearance;
10. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
11. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
12. Medical Declaration Form (can be downloaded at PRC website)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

CHRISTINE 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.