

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: May 12, 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	Administrative Aide IV	PRC-DOLEB-ADA4-50-2008	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 (Budget and Management Division)	1. Performs preliminary examination of claims submitted for funding; 2. Assists in the preparation of annual budget estimates and other related budgetary reports; 3. Performs administrative duties, such as attendance monitoring, requisition of supplies, and other related functions as may be required; 4. Acts as records custodian of financial reports and other related documents; 5. Gathers and compiles monthly reports of the different services, divisions, and units of the Commission; and 6. Performs other related functions.
2	Attorney III	PRC-DOLEB-ATY3-19-2016	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 (Commission Secretariat)	1. Performs preliminary examination of claims submitted for funding; 2. Assists in the preparation of annual budget estimates and other related budgetary reports; 3. Performs administrative duties, such as attendance monitoring, requisition of supplies, and other related functions as may be required; 4. Acts as records custodian of financial reports and other related documents; 5. Gathers and compiles monthly reports of the different services, divisions, and units of the Commission; and 6. Performs other related functions.
3	Professional Regulations Officer III	PRC-DOLEB-PREGO3-50-2008	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 (Continuing Professional Development Division)	1. Evaluates and reviews the requisite documents attached to the application for accreditation as CPD Provider and their programs and the application for credit unit/s for the activities under self-directed or lifelong learning; 2. Prepares and releases the Certificates of Accreditation of CPD providers and their programs and the Certificates of Credit Unit/s Earned under self-directed or lifelong learning; 3. Reviews and evaluates the draft resolution of the CPD Councils' secretary regarding the implementation of the CPD programs; 4. Reviews periodic accomplishment reports; 5. Prepares statistical data of the accredited CPD providers and accredited CPD programs; and 6. Performs other related functions.
4	Chief Administrative Officer	PRC-DOLEB-CADOF-30-2008	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 (General Services Division)	1. Supervises and monitors the general service operations of the office; 2. 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; 3. Plans, monitors, and evaluates the division's target and performance according to agreed indicators and measures; 4. Monitors and evaluates the implementation of the provision of security and janitorial services; 5. Reviews and finalizes policy recommendations on general service administration; 6. Provides technical assistance in procurement relative to infrastructure and physical facilities development; 7. 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 8. Performs other related functions.
5	Administrative Aide IV	PRC-DOLEB-ADA4-43-2008	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 (General Services Division)	1. Assembles, installs, tests, monitors, inspects/diagnoses, maintains, and/or repairs electrical/electronic wiring, equipment, appliances, apparatus, and fixtures, in accordance with relevant codes/guidelines; 2. Designs, builds/assembles, installs, inspects, maintains, and/or repairs structures, fixtures, furniture, and other items used within the Commission premises; 3. Installs, inspects, maintains, or repairs/replaces the plumbing system and its components (i.e., urinals, faucets, sinks, etc.); 4. Plans layout and installation of electrical wiring, equipment, and fixtures, based on job specifications and local codes; 5. Studies specifications in blueprints, sketches, and/or building plans for the preparation of the project layout and plan; 6. Directs and trains workers/laborers/helpers to build/install, maintain, or repair systems, equipment, and/or fixtures; 7. Performs other related functions.
6	Professional Regulations Officer II	PRC-DOLEB-PREGO2-30-2016	13	Php29,798.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (International Commitments Negotiation Division)	1. Drafts policies, positions for international agreements, and/or commitments relative to trade in services particularly in the practice of profession; 2. Processes consultation and study outputs, including country offers in the Schedule of Commitments and the like, for the formulation and development of negotiations strategy; 3. Develops and formulates indicative offers, requests, commitments and measures on professional services in the four (4) Modes of Supply under the relevant international agreements/cooperation; 4. Provides technical and administrative assistance to the PRBs in the crafting of descriptors or learning outcomes for the three (3) domains of the Philippine Qualifications Framework; 5. Drafts executive briefs, bilateral and multilateral agreements or inclusions thereat, project proposals, advisories, talking points, position papers, and other technical materials for the Commission and PRBs; 6. Prepares briefers or materials for meetings; 7. Provides logistical and administrative assistance in the preparation for and conduct of meetings; 8. Records pertinent details of the meeting or similar proceedings; 9. Assist in ensuring the compliance of protocols in the reception of visiting foreign delegation/dignitaries; 10. Records and manages the calendar of activities of the division; 11. Keeps and maintains all pertinent records of positions and international agreements/cooperations for reference; 12. Performs such other related functions.

7	Attorney II	PRC-DOLEB-ATY2-24-2016	18	Php45,203.00	Bachelor of Laws	None required	None required	RA 1080	N/A	Central Office (Legal Research and Opinion Division)	<ol style="list-style-type: none"> <li>1. Prepares/drafts legal research and opinions, contracts and agreements, and other legal issues/inquiries and concerns;</li> <li>2. Coordinates with hearing officers regarding the requested legal research and opinions;</li> <li>3. Undertakes assessment of citizenship qualifications of applicants, as necessary, for the licensure examinations and renders legal advice in relation thereto;</li> <li>4. Prepares recommendations pertaining to petitions for correction of name and/or date of birth;</li> <li>5. Assists in the preparation of office orders, circulars, or memoranda;</li> <li>6. Renders legal advice to public queries;</li> <li>7. Assists in advising the Commission on legal matters;</li> <li>8. Assists in advising the department heads/officials on legal and technical matters relative to departmental policies and procedures; and</li> <li>9. Performs other related functions.</li> </ol>
8	Administrative Aide V (Chauffeur I)	PRC-DOLEB-ADA5-35-2016	5	Php15,909.00	None Required	None Required	None Required	Professional Driver's License (MC No. 10 s. 2013-CAT. IV)	N/A	Central Office (Office of the Chairman)	<ol style="list-style-type: none"> <li>1. Drives the vehicle of the Chairperson in accordance with approved trip ticket;</li> <li>2. Supervises the maintenance and servicing of the official vehicle;</li> <li>3. Prepares trip tickets; and</li> <li>4. Performs other related functions.</li> </ol>
9	Administrative Aide IV	PRC-DOLEB-ADA4-28-2008	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 (Office of the Chairman)	<ol style="list-style-type: none"> <li>1. Receives and records incoming and outgoing correspondence and distributes them to the official concerned;</li> <li>2. Composes correspondence as directed;</li> <li>3. Does typing work;</li> <li>4. Follows up correspondence which have not been acted upon for some time; and</li> <li>5. Performs other related functions.</li> </ol>
10	Planning Officer IV	PRC-DOLEB-PL04-32-2016	22	Php69,963.00	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	N/A	Central Office (Planning Division)	<ol style="list-style-type: none"> <li>1. Provides technical assistance in the area of project development, monitoring, and evaluation;</li> <li>2. Reviews the periodic monitoring and evaluation of performance reports of the Central and Regional Offices;</li> <li>3. Formulates the recommendations based on the consolidated reports;</li> <li>4. Participates in the analysis and evaluation of project/program proposal, in conformity with national development goals and plans;</li> <li>5. Formulates guidelines and criteria for determining priorities for proposed projects/programs;</li> <li>6. Develops and recommends planning methodologies and direction to ensure a more effective and efficient delivery of services;</li> <li>7. Reviews the draft of the work program and budget of the division;</li> <li>8. Acts as liaison officer or representative of the Division, as assigned by the supervisor; and</li> <li>9. Performs other related functions.</li> </ol>
11	Supervising Administrative Officer	PRC-DOLEB-SADOF-30-2016	22	Php69,963.00	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	N/A	Central Office (Procurement and Supply Division)	<ol style="list-style-type: none"> <li>1. Assists in supervising the division staff in aspects of supply and property management;</li> <li>2. Reviews and checks the accuracy and correctness of data/information of documentary requirements relative to the procurement of equipment, supplies, and materials, as well as reports and documentary requirements relative to the unserviceable properties and the disposal thereof;</li> <li>3. Reviews and validates the accuracy and correctness of data/information of monthly reports on issued supplies and materials, approved Purchase Requests, Agency Procurement Requests, Purchase Orders, and Status of Payment, as well as the accomplishment and other required reports of the division;</li> <li>4. Reviews and checks accuracy of data/information in the Property Acknowledgment Receipt of equipment (PAR) and Inventory Custodian Slip (ICS) for the issuance of newly procured equipment and semi-expendable assets, including the transfer of accountability and the transfer of location of equipment;</li> <li>5. Drafts Commission issuances relative to the annual physical inventory and other policies pertaining to procurement, disposal, and supply activities;</li> <li>6. Verifies and validates accountabilities of employees per Acknowledgment Receipt of Equipment;</li> <li>7. Records and monitors procurement and deliveries of supplies based on the approved Annual Procurement Plan of the Commission, and determines the savings generated per quarter; and</li> <li>8. Performs other related functions.</li> </ol>
12	Administrative Aide IV	PRC-DOLEB-ADA4-80-2008	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 (Professional Registry Division)	<ol style="list-style-type: none"> <li>1. Arranges and manages files, specifically the Permanent Examination Registration Record Cards (PERRCs) and Registry Sheets of the Professional Registry Division;</li> <li>2. Monitors and ensures that the documents are in good condition;</li> <li>3. Pulls-out PERRC for verification purposes;</li> <li>4. Logs the incoming and outgoing of PERRCs; and</li> <li>Performs other related functions.</li> </ol>
13	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-28-2016	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 (Qualification and Recognition Division)	<ol style="list-style-type: none"> <li>1. Reviews the applications for the registration/issuance of Special Temporary Permits (STPs) to foreigners for the authority to practice their profession in the Philippines, for residency/fellowship trainings, and for applications for conferment of additional title to Filipino professionals (e.g., APEC Engineer, APEC Architect, ASEAN Chartered Professional Engineer, ASEAN Architect, ASEAN Chartered Professional Accountant), pursuant to international agreements/cooperation;</li> <li>2. Assists the division chief in the planning and supervision of the operations and activities of the division;</li> <li>3. Reviews certificates to be issued to foreigners allowed to practice the profession in the Philippines or to Filipino professionals under ASEAN Mutual Recognition Arrangements;</li> <li>4. Reviews draft communications;</li> <li>5. Provides technical supervision over the Regional Offices relative to the issuance and updating of the registry of professionals registered/issued with STPs under governing policies and international agreements/cooperations;</li> <li>6. Reviews draft accomplishment reports, for approval of the division chief, and the reports on the submitted applications for STPs;</li> <li>7. Reviews and recommends to the division chief the approval of the recommended plan of activities of the division and the proposed procedures and techniques for the improvement of the processing of applications for STPs and the implementation of agreements;</li> <li>8. Oversees and coordinates the preparation and/or formulation of requisite materials and information for meetings, technical conferences, and advocacy campaigns, as well as the actual conduct of meetings/consultations;</li> <li>9. Reviews and analyzes the output/information gathered from the consultation/meeting held and prepares the initial report thereon; and</li> <li>10. Performs other related functions.</li> </ol>

14	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-23-2016	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 (Research and Statistics Division)	<ol style="list-style-type: none"> <li>1. Conducts an initial evaluation of research/study proposals and provides initial comments and/or recommendations;</li> <li>2. Collates research proposals and formulates a research program/agenda, for approval of the Commission;</li> <li>3. Assists in the conduct of research and studies of Commission offices/Professional Regulatory Boards (PRBs), which includes the formulation of conceptual schemes, design of research instruments, supervision of data collection, data processing, statistical analysis, and writing of reports;</li> <li>4. Assists the chief and Statistician IV in planning the programs and research priorities of the division;</li> <li>5. Facilitates the publication and dissemination of research/studies conducted;</li> <li>6. Develops and recommends new systems and procedures to improve the conduct of various research/studies; and</li> <li>7. Performs other related functions.</li> </ol>
15	Professional Regulations Officer II	PRC-DOLEB-PREGO2-47-2008	13	Php29,798.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Rating Division)	<ol style="list-style-type: none"> <li>1. Assists the Professional Regulatory Boards (PRBs) in the correction of each subject for every examination;</li> <li>2. Generates/prepares various reports for press release;</li> <li>3. Prints the table of results of passed, failed, and conditioned examinees, and the Master List of all examinees after the release of results of every examination;</li> <li>4. Ensures the completeness and accuracy of examinees' examination papers;</li> <li>5. Attaches the Identification Sheets of examinees after careful scrutiny as to the consistency of the handwriting of examinees and identification numbers;</li> <li>6. Generates the Item Analysis per subject;</li> <li>7. Matches names file against the applicant's file; and</li> <li>8. Performs other related functions.</li> </ol>
16	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"> <li>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;</li> <li>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;</li> <li>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;</li> <li>4. Drafts pleadings, correspondence, opinions, and/or comments;</li> <li>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;</li> <li>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</li> <li>7. Performs other related functions.</li> </ol>
17	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"> <li>1. Assists the division Attorneys in all legal works/activities relative to the functions of the division;</li> <li>2. Drafts formal charges against examinees and/or professionals, pleadings, letters, opinions/comments, and other correspondence;</li> <li>3. Conducts legal research on all legal issues and cases forwarded to the division;</li> <li>4. Verifies the status of cases and updates the database on the status of all pending cases;</li> <li>5. Monitors all cases filed before the regular courts and quasi-judicial agencies which are pending for investigation and hearing; and</li> <li>6. Performs other related functions.</li> </ol>
18	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 (Systems Development and Maintenance Division)	<ol style="list-style-type: none"> <li>1. Develops, enhances, maintains, and updates information/application systems;</li> <li>2. Provides technical support in the design, development, deployment, and implementation of outsourced systems;</li> <li>3. Builds application systems based on technical design documents;</li> <li>4. Designs program logic formulation;</li> <li>5. Develops computer program specifications;</li> <li>6. Integrates modules;</li> <li>7. Provides end-users with assistance/training in using/implementing the information/application systems; and</li> <li>8. Performs other related functions.</li> </ol>
19	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-25-2016	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 (Test Development Division)	<ol style="list-style-type: none"> <li>1. Coordinates the conduct of meetings, and ensures and monitors the attendance of Professional Regulatory Boards (PRBs) and test consultants during peer reviews and item analyses;</li> <li>2. Checks and determines that PRBs have attended peer review meetings prior to encoding in the Test Question Data Bank (TQDB);</li> <li>3. Administers the merging of test items in the TQDB;</li> <li>4. Extends administrative assistance before, during, and after consultative meetings regarding the revision of the Tables of Specification;</li> <li>5. Reviews finished work for conformance to established guidelines;</li> <li>6. Prepares periodic reports and memoranda;</li> <li>7. Maintains the division files and records of meetings; and</li> <li>8. Performs other related functions.</li> </ol>

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 June 11, 2022.

1. Fully accomplished and **NOTARIZED Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached **Work Experience Sheet** which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) (**Note: Date of PDS must be within the Publication Date**);
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 (**Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Information Technology Officer III positions**);
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; (**Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Supervising Administrative Officer, Supervising Professional Regulations Officer, Information Technology Officer III positions**);
8. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
9. NBI clearance; (**for private employees**)

10. NBI, CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
11. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer (**for private employees**); 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:

KHRISTINE S. LABAO  
Administrative Officer V (HRMO III)  
P. Paredes St. cor N Reyes St., Sampaloc, Manila  
[prccentralvacancies2022@gmail.com](mailto:prccentralvacancies2022@gmail.com)

**PUBLICATION # 3**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**