

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION
Request for Publication of Vacant Positions

Electronic copy to be submitted to the
CSC FO must be in MS Excel format

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: June 2, 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 Officer III	PRC-DOLEB-ADOF3-27-2016	14	Php32,321.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Human Resource Development Division)	1. Assists in the coordination, implementation, and evaluation of activities and functions relative to personnel administration services; 2. Prepares all pertinent documents relative to personnel actions, such as appointment, promotions, awards separation, and certification; 3. Maintains and updates the Human Resource Management Information System (HRMIS); 4. Safeguards the 201 file and permanent records of Commission employees; 5. Assists in the conduct of employment interviews, orientation meetings of new employees, guidance and counseling conferences, and handles complaints and grievances; 6. Assists in the dissemination of information to employees on existing rules and regulations pertaining to personnel administration; 7. Prepares reports and documents pertaining to personnel administration required by the Commission, other government agencies, and private institutions; 8. Acts as alternate Secretariat in the Personnel Selection Board (PSB), Program on Awards and Incentive for Service Excellence (PRAISE), and Grievance Machinery; 9. Performs other related functions.
2	Attorney III	PRC-DOLEB-ATY3-23-2016	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 (Legal Research and Opinion Division)	1. Assists in advising the Commission on legal matters; 2. Prepares/drafts and reviews legal research and opinions, contracts and agreements, and other legal issues/inquiries and concerns; 3. Undertakes assessment of citizenship qualifications of applicants, as necessary, for the licensure examinations and renders legal advice in relation thereto; 4. Assists in the preparation of recommendations pertaining to petitions for correction of name and/or date of birth; 5. Assists in the preparation and review of office orders, circulars, or memoranda; 6. Renders legal advice to public queries; 7. Assists in advising the department heads/officials on legal and technical matters relative to departmental policies and procedures; and 8. Performs other related functions.
3	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-22-2016	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 (Licensure Division)	1. Assists the Chief in coordinating, monitoring, and supervising activities relative to the application for and the conduct of examination; 2. Assists in planning, overseeing, monitoring, and evaluating the operations of the division; 3. Reviews plans, policies and programs, and guidelines relative to the application for and conduct of licensure examinations, for recommending approval of the Chief PRO; 4. Reviews the drafts of the program of schedule of the examination, for approval of Chief PRO; 5. Assists the chief in drafting the Master Schedule of Target Dates of Activities for Licensure Examinations and the Peer Review and Item Analysis Calendar, in consultation with the Professional Regulatory Boards and operating units; and 6. Performs other related functions.
4	Legal Assistant I	PRC-DOLEB-LEA1-26-2016	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)	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.

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 July 2, 2022.

- 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 (**Note: Date of PDS must be within the Publication Date**);
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records;
- Certificates of Relevant Trainings and Seminars attended;
- 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**);
- 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**);
- Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
- NBI clearance; (**for private employees**);
- NBI, CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
- Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer (**for private employees**); and
- Medical Declaration Form (**can be downloaded at PRC website**)

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

PUBLICATION # 4