

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: August 8, 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	Supervising Administrative Officer	PRC-DOLEB-SADOF-33-2016	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 (Budget and Management Division)	<ol style="list-style-type: none"> <li>1. Assists in rendering advisory services in addressing financial and budgetary concerns;</li> <li>2. Supervises the conduct of regular management survey and recommends enhancement on the administrative organization and its structure, manpower, and operations systems and procedures;</li> <li>3. Supervises the preparation of reports on the status of appropriations and fund balances periodically, and controls fund releases by program/project/activities;</li> <li>4. Prepares for review the agency budget proposal and justification before submission to the Director and the Commission for approval;</li> <li>5. Oversees the preparation of budget justifications, briefing and presentation materials to support budget estimates, requests, and proposals;</li> <li>6. Reviews budget adjustment vis-à-vis prior years, current year, and highlights of the agency budget proposal;</li> <li>7. Reviews periodic and required reports for submission to agency officials and other government offices;</li> <li>8. Drafts forms, orders, and circulars embodying instruction on budget and appropriation control, for review of the division chief and signature of the service director;</li> <li>9. Reviews processed claims;</li> <li>10. Reviews the projection of expenditures per program/project/activities and by object of expenditure; and</li> <li>11. Performs other related functions.</li> </ol>
2	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)	<ol style="list-style-type: none"> <li>1. Performs preliminary examination of claims submitted for funding;</li> <li>2. Assists in the preparation of annual budget estimates and other related budgetary reports;</li> <li>3. Performs administrative duties, such as attendance monitoring, requisition of supplies, and other related functions as may be required;</li> <li>4. Acts as records custodian of financial reports and other related documents;</li> <li>5. Gathers and compiles monthly reports of the different services, divisions, and units of the Commission; and</li> <li>6. Performs other related functions</li> </ol>
3	Administrative Aide IV	PRC-DOLEB-ADA4-49-2008	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)	<ol style="list-style-type: none"> <li>1. Performs preliminary examination of claims submitted for funding;</li> <li>2. Assists in the preparation of annual budget estimates and other related budgetary reports;</li> <li>3. Performs administrative duties, such as attendance monitoring, requisition of supplies, and other related functions as may be required;</li> <li>4. Acts as records custodian of financial reports and other related documents;</li> <li>5. Gathers and compiles monthly reports of the different services, divisions, and units of the Commission; and</li> <li>6. Performs other related functions</li> </ol>

4	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)	<ol style="list-style-type: none"> <li>1. Assists the unit head in supervising and ensuring the prompt disposition of appealed cases;</li> <li>2. Reviews, evaluates, and makes recommendations on cases brought on appeal;</li> <li>3. Reviews draft decisions before submission to the Commission for signature;</li> <li>4. Prepares draft decisions, orders, and other legal communications;</li> <li>5. 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;</li> <li>6. Executes the decisions and orders of the Commission in appealed cases; and</li> <li>7. Performs other related functions.</li> </ol>
5	Administrative Assistant III	PRC-DOLEB-ADAS3-35-2016	9	Php20,402.00	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 (Commission Secretariat)	<ol style="list-style-type: none"> <li>1. Receives calls and schedules appointments or refers them to the appropriate officials or organizational units;</li> <li>2. Keeps a record of the appointments of the Board Secretary;</li> <li>3. Receives all papers for action of the Board Secretary and arranges them according to priority;</li> <li>4. Keeps confidential files of the Commission Secretariat;</li> <li>5. Records incoming and outgoing correspondences and distributes them to offices concerned; and</li> <li>6. Performs other related functions.</li> </ol>
6	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)	<ol style="list-style-type: none"> <li>1. Supervises and monitors the general service operations of the office;</li> <li>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;</li> <li>3. Plans, monitors, and evaluates the division's target and performance according to agreed indicators and measures;</li> <li>4. Monitors and evaluates the implementation of the provision of security and janitorial services;</li> <li>5. Reviews and finalizes policy recommendations on general service administration;</li> <li>6. Provides technical assistance in procurement relative to infrastructure and physical facilities development;</li> <li>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</li> <li>8. Performs other related functions.</li> </ol>
7	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)	<ol style="list-style-type: none"> <li>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;</li> <li>2. Designs, builds/assembles, installs, inspects, maintains, and/or repairs structures, fixtures, furniture, and other items used within the Commission premises;</li> <li>3. Installs, inspects, maintains, or repairs/replaces the plumbing system and its components (i.e., urinals, faucets, sinks, etc.);</li> <li>4. Plans layout and installation of electrical wiring, equipment, and fixtures, based on job specifications and local codes;</li> <li>5. Studies specifications in blueprints, sketches, and/or building plans for the preparation of the project layout and plan;</li> <li>6. Directs and trains workers/laborers/helpers to build/install, maintain, or repair systems, equipment, and/or fixtures;</li> <li>7. Performs other related functions.</li> </ol>

8	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-27-2016	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 (International Commitments Negotiation Division)	<ol style="list-style-type: none"> <li>1. Assists the Chief PRO in the planning, provision of direction, and supervision of the operation and activities of the division;</li> <li>2. Reviews the draft policies, positions for international agreements, and/or commitments relative to trade in services, particularly in the practice of profession;</li> <li>3. Reviews the draft of processed consultation and study outputs, including country offers in the Schedule of Commitments and the like, for the formulation and development of negotiations strategy;</li> <li>4. Reviews indicative offers, requests, commitments and measures on professional services in the four (4) Modes of Supply under the relevant international agreements/cooperation;</li> <li>5. Reviews draft descriptors or learning outcomes for the three (3) domains of the Philippine Qualifications Framework;</li> <li>6. Reviews draft executive briefs, bilateral and multilateral agreements or inclusions thereof, project proposals, advisories, talking points, position papers, and other technical materials for the Commission and PRBs;</li> <li>7. Reviews periodic accomplishment reports, for approval of the division chief;</li> <li>8. Oversees the preparation and general conduct of consultations/meetings;</li> <li>9. Ensures compliance of protocols in the reception of visiting foreign delegations/dignitaries;</li> <li>10. Reviews and endorses to the division chief the recommended plan of activities of the division; and</li> <li>11. Performs other related functions.</li> </ol>
9	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"> <li>1. Assists the division attorneys in drafting legal research and opinions, contracts and agreements, and other legal issues/inquiries and concerns;</li> <li>2. Undertakes assessment of citizenship qualifications of applicants, as necessary, for the licensure examinations and renders legal advice in relation thereto;</li> <li>3. Drafts/prepares and finalizes recommendations pertaining to petitions for correction of name and/or date of birth;</li> <li>4. Assists in coordinating with hearing officers regarding the requested legal research and opinions; and</li> <li>5. Performs other related functions.</li> </ol>
10	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"> <li>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);</li> <li>2. Supervises the development/adoption, implementation, and maintenance of applicable information systems and new information, and communication technologies;</li> <li>3. Prepares, plans, and recommends policies, standard procedures, and designs for network and security, and disaster management plan;</li> <li>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;</li> <li>5. Develops and supervises the conduct of capacity planning activities regarding network maintenance, IT security awareness, and disaster and recovery for PRC Offices;</li> <li>6. Maintains system documentation and configuration data, for regulatory and audit purposes;</li> <li>7. Reviews the Term of Reference (TOR) for the procurement of IT equipment;</li> <li>8. Supervises the preparation and implementation of programs, projects, and annual work and financial plans of the division;</li> <li>9. Plans, supervises, evaluates, and reviews the work and performance of the division staff;</li> <li>10. Reviews the physical accomplishment and narrative accomplishment reports of the division; and</li> <li>11. Performs other related functions.</li> </ol>
11	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"> <li>1. Provides legal advice and assistance on matters referred by the Commission Chairperson;</li> <li>2. Conducts researches on issues and concerns involving the interpretation and application of law, policies, rules and regulations;</li> <li>3. Performs other related functions.</li> </ol>
12	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>

13	Planning Officer IV	PRC-DOLEB-PLO4-32-2016	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>
14	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>5. Performs other related functions.</li> </ol>
15	Professional Regulations Officer III	PRC-DOLEB-PREGO3-44-2008	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"> <li>1. Performs computerized consolidation of the ratings of examinees;</li> <li>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;</li> <li>3. Under immediate supervision, ensures the smooth operation and regular maintenance of the hardware and software components of the various systems in the division;</li> <li>4. Checks and reviews the initial copies of the table of results, alphabetical listing of passers, performance of schools, and topnotcher examinees, for signature of the Professional Regulatory Boards (PRBs);</li> <li>5. Checks and analyzes the statistical reports generated during the processing of examination results;</li> <li>6. Handles the requisitioning of all supplies and equipment to be used in the day-to-day operation of the division; and</li> <li>7. Performs other related functions.</li> </ol>
16	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"> <li>1. Under general supervision, layouts graphs, tables, and other visuals needed for presentations;</li> <li>2. Designs book covers, journals, and other similar outputs;</li> <li>3. Assists in the printing and/or reproduction of reports, statistical data, and other information for dissemination;</li> <li>4. Assists in the formatting of survey questionnaires;</li> <li>5. Assists in the gathering of data or survey results;</li> <li>6. Receives request for statistics and other examination results-related information;</li> <li>7. Assists in the storage and retrieval of records; and</li> <li>8. Performs other related functions.</li> </ol>

17	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"> <li>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;</li> <li>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;</li> <li>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;</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>
18	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>
19	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)	<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>
20	Information Technology Officer II	PRC-DOLEB-ITO2-34-2016	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 (Systems Development and Maintenance Division)	<ol style="list-style-type: none"> <li>1. Prepares, validates, and revises the requirements specification documents, functional design documents, technical design documents, and manuals of operations;</li> <li>2. Monitors the performance of information/application systems;</li> <li>3. Conducts software testing using the approved test plan and test specification documents;</li> <li>4. Prepares and presents software test plan and test specification documents for system testing;</li> <li>5. Reviews and evaluates the software test result;</li> <li>6. Reviews and evaluates the systems performance monitoring plan;</li> <li>7. Prepares and conducts training programs for end-users of Central and Regional Offices;</li> <li>8. Conducts meetings on Requirements Specification, and Functional and Technical Designs;</li> <li>9. Formulates policies and guidelines on website operations and online services, security, and maintenance;</li> <li>10. Directs and supervises the development, administration, and operation of PRC's official website;</li> <li>11. Coordinates closely with the programmers to ensure that the systems design is properly programmed/coded according to specifications;</li> <li>12. Assists the division chief in the procurement, evaluation, inspection, installation, deployment, and implementation of outsourced software; and</li> <li>13. Performs other related functions.</li> </ol>

21	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>
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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 August 23, 2022.

1. Fully accomplished 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);
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)**

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 # 6**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.