

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:

GLORIA L. ASINAS

HRMO

Date: March 20, 2019

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 Assistant V	PRC-DOLEB-ADAS5-20-2016	11	Php20,754.00	Completion of two (2) years studies in College	Eight (8) hours of relevant training	Two (2) years of relevant experience	Relevant MC No. 11, s. 1966, Career Service (Sub-professional) First Level Eligibility		Central Office (Commission Secretariat)	1. Acts as Secretary and Stenographer; 2. Prepares quarterly and annual status reports on appealed cases and other transactions of the Legal Appeals Unit; 3. Prepares statistics on appealed cases; 4. Accounts for and takes custody of the physical inventory of appealed cases; 5. Compiles circulars, memoranda, office orders, resolutions, and other documents for reference; 6. Encodes correspondence, reports, and other documents; 7. Transmits correspondence, decisions, orders, and other legal communications; 8. Takes dictation and transcribes shorthand notes of the staff meetings; 9. Maintains inventory of supplies and acts as the over-all custodian thereof; and 10. Performs other related duties.
2	Administrative Aide IV	PRC-DOLEB-ADA4-60-2008	4	Php13,214.00	Completion of two (2) years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility		Central Office (Continuing Professional Development)	1. Acts as the personal secretary of the division chief; 2. Compiles and manages the files of the division chief; 3. Receives, logs, and/or delivers incoming and outgoing documents of the division; 4. Receives telephone calls and guests; 5. Acts as liaison officer of the division; and 6. Performs other related functions.
3	Professional Regulations Officer II	PRC-DOLEB-PREGO2-54-2008	13	Php25,232.00	Bachelor's Degree	Nonre Required	None Required	Career Service (Professional) Second Level Eligibility		Central Office (Continuing Professional Development)	1. Prepares requisite communications and documents for and coordinates meetings for the assigned CPD Councils; 2. Prepares the draft CPD Councils' resolution; 3. Attends meetings of the assigned CPD Councils; 4. Monitors the accredited CPD programs, as assigned; 5. Handles the custody and maintenance of the documents relative to the CPD activities; 6. Maintains records of accredited CPD providers, accredited CPD programs, and accreditation under self-directed and/or lifelong learnings; 7. Prepares the necessary documents for the induction of the newly appointed CPD Councils; 8. Prepares the periodic reports of the assigned CPD Councils; 9. Assists in the oath taking ceremony of the newly appointed CPD Councils; 10. Performs other related functions.
4	Administrative Aide VI	PRC-DOLEB-ADA6-49-2008	6	Php14,847.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC No. 11, s. 1966, Career Service (Sub-professional) First Level Eligibility		Central Office (Database Management System Division)	1. Receives approved service requests from Central and Regional Offices; 2. Checks the completeness of submitted approved service request and its supporting documents; 3. Coordinates with the concerned office/division for any discrepancies noted, as necessary; 4. Assists in the document scanning work; and 5. Performs other related functions.

5	Information Technology Officer III	PRC-DOLEB-ITO3-37-2016	24	Php83,406.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Central Office (Database Management Systems 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. Oversees the data analysis and design, and the database management, implementation, monitoring, administration, tuning, performance, utilization, and standardization; 3. Manages new initiatives and the continuing development and maintenance of various relational databases of the Commission; 4. Supervises the updating of the official Commission databases of professionals; 5. Supervises any database migration project; 6. Recommends policies and guidelines on database management (i.e. users level hierarchy, access controls, and other related database policies); 7. Supervises the preparation and monitors the implementation of programs, projects, and annual work, financial, and other plans of the division; 8. Plans, supervises, evaluates, and reviews the work and performance of the division staff; 9. Reviews the physical accomplishment and narrative accomplishment reports of the division; and 10. Performs other related functions.
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6	Information Technology Officer II	PRC-DOLEB-ITO2-35-2016	22	Php65,319.00	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	Central Office (Database Management Systems Division)	<ol style="list-style-type: none"> 1. Assists the Chief of the division in the preparation and implementation of programs, projects, and annual work, financial, and other plans of the division; 2. Designs database schema, tables, views, procedures, functions, and indexes; 3. Prepares database storage capacity plans; 4. Assists in the supervision of database migration projects; 5. Conducts the regular database backup and recovery; 6. Formulates backup and recovery policies and procedures; 7. Installs, configures, and upgrades database management systems; 8. Implements and monitors database security; 9. Manages the data security, integrity, and privacy; 10. Recommends policies on database management (i.e. users level hierarchy, access controls, and other related database policies); 11. Conducts training related to the design and implementation of Database Management System for Commission offices; and 12. Performs other related functions
7	Administrative Aide VI	PRC-DOLEB-ADA6-63-2008	6	Php14,847.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility	Central Office (Internal Audit Division)	<ol style="list-style-type: none"> 1. Under general supervision, assists in the conduct of internal audit; 2. Gathers information on management and operations performance to be audited; 3. Discusses research findings with the leader of audit team; and 4. Performs other related functions.
8	Attorney II	PRC-DOLEB-ATY2-24-2016	18	Php40,637.00	Bachelor of Laws	None required	None required	RA 1080	Central Office (Legal Research and Opinion Division)	<ol style="list-style-type: none"> 1. Prepares/drafts legal research and opinions, contracts and agreements, and other legal issues/inquiries and concerns; 2. Coordinates with hearing officers regarding the requested legal research and opinions; 3. Undertakes assessment of citizenship qualifications of applicants, as necessary, for the licensure examinations and renders legal advice in relation thereto; 4. Prepares recommendations pertaining to petitions for correction of name and/or date of birth; 5. Assists in the preparation of office orders, circulars, or memoranda; 6. Renders legal advice to public queries; 7. Assists in advising the Commission on legal matters; 8. Assists in advising the department heads/officials on legal and technical matters relative to departmental policies and procedures; and 9. Performs other related functions.
9	Information Technology Officer III	PRC-DOLEB-ITO3-38-2016	24	Php83,406.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Central Office (Network Infrastructure and Info. 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.

10	Attorney I	PRC-DOLEB-ATY1-10-2008	16	Php33,584.00	Bachelor of Laws	None required	None required	RA 1080		Central Office (Office of the Chairman)	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.
11	Attorney I	PRC-DOLEB-ATY1-11-2008	16	Php33,584.00	Bachelor of Laws	None required	None required	RA 1080		Central Office (Office of the Chairman)	1. Provides legal advice and assistance on matters referred by the Commissioner; 2. Conducts researches on issues and concerns involving the interpretation and application of law, policies, rules, and regulations; 3. Performs other related functions.
12	Attorney I	PRC-DOLEB-ATY1-12-2008	16	Php33,584.00	Bachelor of Laws	None required	None required	RA 1080		Central Office (Office of the Chairman)	1. Provides legal advice and assistance on matters referred by the Commissioner; 2. Conducts researches on issues and concerns involving the interpretation and application of law, policies, rules, and regulations; 3. Performs other related functions.
13	Attorney II	PRC-DOLEB-ATY2-40-2008	18	Php40,637.00	Bachelor of Laws	None required	None required	RA 1080		Central Office (Office of the Chairman)	1. Provides legal advice and assistance on matters referred by the Assistant Commissioner; 2. Conducts researches on issues and concerns involving the interpretation and application of law, policies, rules, and regulations; 3. Performs other related functions.

14	Administrative Assistant I	PRC-DOLEB-ADAS1-25-2008	7	Php15,738.00	Completion of two (2) years studies in College	None required	None required	Relevant MC No. 11, s. 1966, Career Service (Sub-professional) First Level Eligibility	Central Office (Procurement and Supply Division)	<ol style="list-style-type: none"> 1. Receives, checks, and records delivered items/supplies and accountable forms; 2. Prepares requisite forms and/or documents for the procurement of supplies/equipment, as well as the Gate Pass for supplies to be shipped; 3. Records and assigns the control number for the different forms regarding requests/requisition of supplies and equipment; 4. 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; 5. Receives and checks the quotations submitted by suppliers as to the unit cost and specification of the item; 6. Maintains and updates the files of approved request, canvass, and inspection forms and acceptance reports, as well as the records/delivery books; 7. Coordinates with the designated auditors and technical inspectors regarding the inspection of delivered items/supplies; 8. Coordinates with the Department of Budget and Management Procurement Service regarding the status of undelivered items; 9. Reviews and counter-checks the monthly billing statements of the official courier of the commission with the daily airway bill; 10. Monitors the balance of supplies in the Stock Ledger Cards (SLC) and prepares the Stock Position Form and supporting documents; and 11. Performs other related functions.
15	Chief Administrative Officer	PRC-DOLEB-CADOF-29-2016	24	Php83,406.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Central Office (Procurement and Supply Division)	<ol style="list-style-type: none"> 1. Plans, organizes, and supervises the division staff in aspects of supply and property management, such as procurement inspection, inventory, acceptance, issuance, utilization, maintenance, records, reports, disposal, and payment, including registration and issuance of real properties, motor vehicles, and equipment; 2. Recommends policies and programs on supply and property management; 3. Conducts periodic monitoring to evaluate the proper implementation of supply and property management; 4. Establishes and maintains linkages with other government and private agencies; and 5. Performs other related functions.
16	Statistician IV	PRC-DOLEB-STAT4-38-2016	22	Php65,319.00	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	Central Office (Research and Statistics Division)	<ol style="list-style-type: none"> 1. Assists in overseeing and supervising the development and implementation of research and studies; 2. Provides consultative, advisory, and technical assistance/services to the Chief on matters relating to statistics and research; 3. Undertakes review, analysis, and interpretation of statistical data of performance of schools, universities, and colleges in licensure examinations, physical accomplishments, survey, and other related matters; 4. Undertakes review of sources of information, statistical methods, and procedures used to obtain data to ensure validity, applicability, efficiency, and accuracy; 5. Undertakes review and evaluation of research agenda of the Professional Regulatory Boards (PRBs) and Commission offices; 6. Assists in supervising the preparation of summaries or reports with data presented in graphic, narrative, or numerical form; 7. Prepares research proposal and studies as required; and 8. Performs other related functions.

17	Information Technology Officer III	PRC-DOLEB-ITO3-55-2008	24	Php83,406.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Central Office (Systems Development and Maintenance 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, implementation, and enhancement of information/application systems; 3. Reviews requirements specification documents, functional design documents, technical design documents, and user manuals; 4. Supervises the procurement, evaluation, inspection, installation, deployment, and implementation of outsourced hardware and software; 5. Prepares the Terms of Reference (TOR) for outsourced projects; 6. Supervises the preparation and implementation of programs, projects, and annual work and financial plans of the division; 7. Plans, supervises, evaluates, and reviews the work and performance of the division staff; 8. Prepares the physical accomplishment and narrative accomplishment reports of the division; and 9. 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 04-18-19.

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.

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

prc.rspshr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.