

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 11, 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 applicable (if applicable)		
1	Professional Regulations Officer III	PRC-DOLEB-PREGO3-27-2016	16	Php33,584.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Central (Accreditation and Compliance Division)	<ol style="list-style-type: none"> <li>1. Prepares and releases the Certificates of Accreditation of the professional organizations, firms/partnerships/corporations allowed to practice the regulated profession, training programs and institutions, and specialty societies and organizations;</li> <li>2. Reviews the draft resolutions approving the application for accreditation of the professional organizations, firms/partnerships/corporations allowed to practice the regulated profession, training programs and institutions, and specialty societies and organizations;</li> <li>3. Reviews the proposed draft of the Schedule of Inspection and Monitoring of Professional Regulatory Boards (PRBs);</li> <li>4. Reviews the draft Request for Authority to Conduct Inspection and Monitoring (RACIM) and Travel Order;</li> <li>5. Prepares the statistical data of the accredited professional organizations, firms/partnerships/corporations allowed to practice the regulated profession, training programs and institutions, specialty societies and organizations, and inspected higher educational institutions and establishments, for monitoring;</li> <li>6. Prepares the inspection reports of the PRBs;</li> <li>7. Prepares periodic accomplishment reports;</li> <li>8. Accompanies the PRBs in the conduct of the inspection and monitoring of higher educational institutions or establishments, as assigned; and</li> <li>9. Performs other related functions.</li> </ol>
2	Accountant I	PRC-DOLEB-A1-52-2008	12	Php22,938.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080		Central (Accounting Division)	<ol style="list-style-type: none"> <li>1. Verifies and checks the completeness and validity of supporting documents and availability of cash in the pre-audit of Disbursement Vouchers (DVs);</li> <li>2. Prepares Bank Reconciliation Statements;</li> <li>3. Consolidates and monitors collections and deposits of the Central and Regional Offices;</li> <li>4. Prepares Journal Entry Vouchers (JEVs);</li> <li>5. Analyzes and reconciles accounts in the general and subsidiary ledgers;</li> <li>6. Performs other related functions.</li> </ol>
3	Administrative Officer III	PRC-DOLEB-ADOF3-26-2016	14	Php27,755.00	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		Central (Budget and Management Division)	<ol style="list-style-type: none"> <li>1. Assists in the preparation of status of funds and in the determination of factors affecting the utilization of the agency's budget;</li> <li>2. Prepares reports on the status of appropriation and fund balances, and keeps a systematic record of fund releases;</li> <li>3. Drafts internal and external communications, in compliance with required reports and other budgetary concerns;</li> <li>4. Acts as liaison officer with government agencies; and</li> <li>5. Performs other related functions.</li> </ol>

4	Professional Regulations Officer II	PRC-DOLEB-PREGO2-45-2008	13	Php25,232.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Central (Continuing Professional Development Division)	<ol style="list-style-type: none"> <li>1. Prepares requisite communications and documents for and coordinates meetings for the assigned CPD Councils;</li> <li>2. Prepares the draft CPD Councils' resolution;</li> <li>3. Attends meetings of the assigned CPD Councils;</li> <li>4. Monitors the accredited CPD programs, as assigned;</li> <li>5. Handles the custody and maintenance of the documents relative to the CPD activities;</li> <li>6. Maintains records of accredited CPD providers, accredited CPD programs, and accreditation under self-directed and/or lifelong learnings;</li> <li>7. Prepares the necessary documents for the induction of the newly appointed CPD Councils;</li> <li>8. Prepares the periodic reports of the assigned CPD Councils;</li> <li>9. Assists in the oath taking ceremony of the newly appointed CPD Councils;</li> <li>10. Performs other related functions.</li> </ol>
5	Administrative Aide VI	PRC-DOLEB-ADA6-51-2008	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 (Database Management Systems Division)	<ol style="list-style-type: none"> <li>1. Receives approved service requests from Central and Regional Offices;</li> <li>2. Checks the completeness of submitted approved service request and its supporting documents;</li> <li>3. Coordinates with the concerned office/division for any discrepancies noted, as necessary;</li> <li>4. Assists in the document scanning work; and</li> <li>5. Performs other related functions.</li> </ol>
6	Chief Administrative Officer	PRC-DOLEB-CADOF-30-2008	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 (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	Supervising Administrative Officer	PRC-DOLEB-SADOF-32-2016	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 (General Services Division)	<ol style="list-style-type: none"> <li>1. Assists the Chief Administrative Officer in the day to day operations of the division;</li> <li>2. Assists in the planning, monitoring, and evaluation of the division's target and performance according to agreed indicators and measures;</li> <li>3. Formulates and/or reviews policy recommendations on general service administration;</li> <li>4. Monitors and evaluates the implementation of the provision of security and janitorial services, and the maintenance programs for buildings and facilities, including furniture and fixtures, equipment and motor vehicles, and other similar physical assets of the Commission;</li> <li>5. Assists in supervising the creation of project plans and diagrams, and prepares the project specification, budget, and timeline;</li> <li>6. Reviews and recommends all infrastructure and physical facilities plans and project proposals;</li> <li>7. Provides technical assistance in procurement relative to infrastructure and physical facilities development, and monitors their implementation; and</li> <li>8. Performs other related functions.</li> </ol>
8	Administrative Officer V	PRC-DOLEB-ADOF5-32-2008	18	Php40,637.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Central (Human Resource Development Division)	<ol style="list-style-type: none"> <li>1. Coordinates, monitors, and evaluates the implementation of activities and functions relative to human resource development activities and functions, personnel administration services, and the civil service programs and projects towards service excellence;</li> <li>2. Monitors the preparation of and reviews all pertinent documents relative to human resource development and personnel actions;</li> <li>3. Supervises and monitors the maintenance and updating of the Human Resource Management Information System (HRMIS) and the maintenance and management of personnel records of all the officials and employees;</li> <li>4. Provides technical assistance to operating units on human resource development and management;</li> <li>5. Designs/plans project proposals on human resource management and development and personnel administration services;</li> <li>6. Informs and advises employees on existing rules and regulations pertaining to human resource development and personnel administration;</li> <li>7. Reviews the reports and documents required by the Commission, other government agencies, and private institutions;</li> <li>8. Assists in undertaking liaison and maintaining linkages with government agencies and non-government organizations on matters concerning human resource management and development;</li> <li>9. Acts as Secretariat in the Personnel Selection board (PSB), Program on Awards and Incentive for Service Excellence (PRAISE), Grievance Machinery, Personnel Development Committee, and/or Strategic Performance Management System; and</li> <li>10. Performs other related functions.</li> </ol>
9	Internal Auditor IV	PRC-DOLEB-IAUD4-15-2016	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 (Internal Audit Division)	<ol style="list-style-type: none"> <li>1. Under direct supervision, assists in overseeing the conduct of internal audit;</li> <li>2. Reviews and recommends the approval of internal auditing guidelines and procedures for the conduct of management and operations performance audit;</li> <li>3. Reviews and recommends the approval of internal audit report findings and recommendations;</li> <li>4. Trains the new internal auditors;</li> <li>5. Reviews and recommends the approval of policies and guidelines on the development and implementation of the Commission's internal audit systems;</li> <li>6. Prepares the physical accomplishment reports and narrative accomplishment reports of the unit; and</li> <li>7. Performs other related functions.</li> </ol>

10	Planning Officer IV	PRC-DOLEB-PLO4-33-2016	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 (Monitoring and Evaluation Division)	<ol style="list-style-type: none"> <li>1. Assists in providing technical assistance to the Commission in the formulation of long range and annual plans and programs, and in developing systems and standards for the establishment of a planning framework that includes targets, major final outputs, and critical indicators;</li> <li>2. Coordinates with the various Commission offices and Professional Regulatory Boards (PRBs) in the preparation of their work and financial plans;</li> <li>3. Assists the division chief in coordinating activities for the conduct of the Commission's planning sessions;</li> <li>4. Assists in the preparation and updating of strategic performance management systems, including agency OPIF logframe;</li> <li>5. Assists the supervisor in the preparation of the work program and budget of the division;</li> <li>6. Prepares and consolidates plans and programs submitted by PRBs and Commission offices;</li> <li>7. Represents the office during meetings/technical conference, as instructed; and</li> <li>8. Performs other related functions.</li> </ol>
11	Planning Officer V	PRC-DOLEB-PLO5-31-2016	24	Php83,406.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training and development intervention undertaken within the last five (5) years	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Central (Planning Division)	<ol style="list-style-type: none"> <li>1. Prepares plans and programs for and directs the work operations of the division, and ensures the implementation of division activities according to the timetable;</li> <li>2. Provides technical assistance to the Commission in the formulation of long range and annual plans and programs, and develops systems and standards for the establishment of a planning framework that includes targets, major final outputs, and critical indicators;</li> <li>3. Supervises the coordination with Commission offices and Professional Regulatory Boards regarding the preparation of the Commission budget, particularly in the formulation of work and financial plans;</li> <li>4. Supervises the consolidation and validation of physical and financial targets submitted by concerned Commission offices, in preparation for the annual budget proposal;</li> <li>5. Coordinates and supervises the preparation and conduct of the Commission planning sessions;</li> <li>6. Supervises the preparation of the annual report of the Commission, in collaboration with concerned offices and divisions;</li> <li>7. Supervises the preparation and updating of the strategic performance management systems, including agency OPIF logframe;</li> <li>8. Ensures timely submission of all budget forms and reports to oversight agencies;</li> <li>9. Establishes and maintains linkages with government agencies in its areas of concern; and</li> <li>10. Performs other related functions.</li> </ol>

12	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-29-2016	22	Php65,319.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Central (PRB Secretariat Division)	<ol style="list-style-type: none"> <li>1. Assists in supervising and coordinating the operations and activities of the different clusters in the PRB Secretariat;</li> <li>2. Assists in drafting professional regulatory bills, position papers, implementing rules and regulations, and other Commission and PRB issuances;</li> <li>3. Reviews draft resolutions, memorandum of agreement, joint memorandum circulars, codes of ethics and technical standards, international labor agreements, notices, letters, endorsements, and other correspondence of the PRB Secretaries;</li> <li>4. Assists in coordinating the Commission and the PRBs' attendance in inter-agency/inter-office meetings and congressional hearings;</li> <li>5. Reviews applications for registration without examination, accreditation of professional partnerships and corporations, requests for endorsements for registration with the Securities and Exchange Commission (SEC), issuance of Special Temporary Permits (STPs) to foreign professionals, et. al., for endorsement to the Chief PRO;</li> <li>6. Assists in handling the custody, management, and maintenance of records of all decisions, policies, pronouncements, issuances, and records of the Professional Regulatory Boards;</li> <li>7. Reviews periodic accomplishment and other reports of the PRB Secretariat;</li> <li>8. Assists in the conduct of the mass oath-taking of new professionals and the orientation of new PRBs;</li> <li>9. Assists in the verification of Stateboard Forms for Filipino professionals overseas; and</li> <li>10. Performs other related functions.</li> </ol>
13	Professional Regulations Assistant	PRC-DOLEB-PREGA-60-2008	8	Php16,758.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Central (PRB Secretariat Division)	<ol style="list-style-type: none"> <li>1. Assists the board secretaries in ensuring the efficient and smooth operations within their respective clusters;</li> <li>2. Coordinates with the other PRAs to ensure smooth flow of activities within the PRB Secretariat;</li> <li>3. Assists in handling the custody, management, and maintenance of all PRB and PRB Secretariat files and documents;</li> <li>4. Assists the board secretaries in the drafting of resolutions, memoranda, notices, letters, endorsements, and other correspondence of the PRBs;</li> <li>5. Assists the board secretaries in the preparation for and conduct of the mass oath taking of new professionals and the orientation of new PRBs;</li> <li>6. Assists in drafting periodic accomplishment and other reports of the PRB Secretariat; and</li> <li>7. Performs other related functions.</li> </ol>
14	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-43-2008	19	Php45,269.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Central (Professional Registry Division)	<ol style="list-style-type: none"> <li>1. Supervises the activities of the personnel assigned to the unit;</li> <li>2. Maintains custody of the assigned confidential records or documents;</li> <li>3. Examines the accuracy of the printed Certificates of Registration;</li> <li>4. Monitors the registry of professionals (local and foreign);</li> <li>5. Reviews plans, policies, programs, guidelines and standards relative to the registration of professionals (with and without examination), issuance of professional license/Certificate of Registration, renewal of Professional Identification Card, and authentication of professional documents;</li> <li>6. Drafts the annual budget for Project Procurement Management Plan of the division; and</li> <li>7. Performs other related functions.</li> </ol>

15	Professional Regulations Officer III	PRC-DOLEB-PREGO3-30-2016	16	Php33,584.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	Central (Qualification Recognition Division)	<ol style="list-style-type: none"> <li>1. Processes and evaluates the applications and the authenticity of submitted documents 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, pursuant to international agreements/cooperation;</li> <li>2. Drafts communications;</li> <li>3. Maintains the database of registries and generates specific information therefrom, per approved request;</li> <li>4. Records and manages calendar of activities of the Division;</li> <li>5. Prepares briefers and other materials for and provides logistical and administrative assistance to the Chief PRO in the conduct of meetings, technical conferences, advocacy campaigns;</li> <li>6. Records pertinent details of the meeting/consultation proceedings (i.e., discussions, agreements, responses of the stakeholders, required actions, deliverables, etc.);</li> <li>7. Recommends liaison activities with national, regional, and international professional regulatory authorities and bodies in the implementation of international agreements;</li> <li>8. Recommends monitoring the conditions and welfare of Filipino professionals deployed under international agreements/cooperation, in coordination with DOLE POLOs/Philippine Embassies;</li> <li>9. Recommends monitoring the implementation of undertakings of foreign professionals in the Philippines under international agreements/cooperation and regulatory laws, and refers to Commission offices and/or appropriate law enforcement agencies cases of foreign professionals illegally practicing regulated professions; and</li> <li>10. Performs such other related functions.</li> </ol>
16	Chief Administrative Officer	PRC-DOLEB-CADOF-30-2016	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 (Records Division)	<ol style="list-style-type: none"> <li>1. Recommends, monitors, and evaluates the implementation of policies and programs pertaining to records and archival management;</li> <li>2. Exercises overall custody and safekeeping of the central records of examinees and ratings pursuant to Commission and/or PRB resolutions;</li> <li>3. Reviews the preparation of all pertinent documents relative to records and archival management, such as the quality management system of the division;</li> <li>4. Reviews the reports and documents pertaining to records and archival management required by the Commission and other government and private agencies/institutions;</li> <li>5. Supervises the management of personnel, workplace, and records of all the employees;</li> <li>6. Attends to subpoena and subpoena duces tecum served on the Commission on records matters;</li> <li>7. Provides technical assistance to Commission Offices regarding records management, control, and disposal;</li> <li>8. Implements disaster preparedness plans and archival management to prevent or minimize damage of permanent records in the event of disaster of any level or magnitude, whether natural or man-made; and</li> <li>9. Performs other related functions.</li> </ol>
17	Administrative Aide V	PRC-DOLEB-ADA5-41-2008	5	Php14,007.00	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	Central (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>

18	Attorney V	PRC-DOLEB-ATY5-24-2016	25	Php95,083.00	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080		Central (Special Prosecution Division)	<ol style="list-style-type: none"> <li>1. Assists the Legal Office director in advising the Commission and PRBs on investigation and prosecution matters;</li> <li>2. Exercises supervision and control over special prosecutors and legal staff of the division;</li> <li>3. Undertakes final review of draft pleadings, correspondence, reports, resolutions, opinions, and/or comments;</li> <li>4. Supervises the filing of 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>5. Supervises the verification of status of cases and the updating of the database on the status of all pending cases;</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>
19	Attorney V	PRC-DOLEB-ATY5-25-2016	25	Php95,083.00	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080		Central (Legal Research and Opinion Division)	<ol style="list-style-type: none"> <li>1. Assists the Legal Office director in advising the Commission on legal matters;</li> <li>2. Exercises supervision and control over legal officers and staff of the division;</li> <li>3. Undertakes final review of draft legal research and opinions, contracts and agreements, and other legal issues/inquiries and concerns;</li> <li>4. Undertakes final review of the citizenship qualifications of applicants, as necessary, for the licensure examinations and renders legal advice in relation thereto;</li> <li>5. Undertakes final review on recommendations pertaining to petitions for correction of name and/or date of birth;</li> <li>6. Assists the Commission in the review/preparation of office orders, circulars, or memoranda, as required by the Commission; and</li> <li>7. Performs other related functions.</li> </ol>
20	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-36-2008	22	Php65,319.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Central (Test Development Division)	<ol style="list-style-type: none"> <li>1. Determines and analyses problems and reports arising from Test Question Data Bank (TQDB) management;</li> <li>2. Reviews and recommends the approval of requests for copies of sample test questions to schools, colleges, and universities;</li> <li>3. Ensures the provision and dissemination of the Annual Master List of Schedule and the Annual Peer Review and Item Analysis Calendar to all Professional Regulatory Board members;</li> <li>4. Prepares the Annual Master List of Schedule for encoding, merging, and extraction of test items for the licensure examinations;</li> <li>5. Prepares an Annual Peer Review and Item Analysis Calendar of Meetings;</li> <li>6. Monitors and reviews the quantity of test items stored in the TQDB; and</li> <li>7. 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 04-09-19.

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](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.

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  
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[prc.rpsshr@gmail.com](mailto:prc.rpsshr@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.