

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: _____ May 17, 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 Aide VI	PRC-DOLEB- ADA6-65-2008	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)	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.
2	Senior Professional Regulations Officer	PRC-DOLEB- SRPREGO-24- 2016	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 Office (Licensure Division)	1. Handles the requisition of all supplies and equipment to be used inside the confidential room and have them delivered thereat on the day of examination; 2. Prepares the Test Questions/Test Booklets Accountability Forms, Floor Supervisors' Test Questions Distribution Forms, and other Confidential Printing Room forms and reports; 3. Supervises the implementation of security and controls to safeguard the integrity of Test Questions; 4. Supervises and witnesses the opening of sealed envelopes of TQ diskettes by Computer Opening witnessed by the Professional Regulatory Board (PRB) concerned and designated PNP/NBI Security Officers; 5. Supervises the printing, collating, assembling, packing, labelling, and releasing of Test Questions Sets; 6. Reviews plans, policies and programs, and guidelines relative to the application for and conduct of licensure examinations, for recommending approval of the Chief PRO; and 7. Performs other related functions.
3	Attorney IV	PRC-DOLEB- ATY4-19-2016	23	Php73,811.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Central Office (Special Prosecution Division)	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; 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; 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; 4. Assists in supervising the special prosecutors and legal staff of the division; 5. Drafts pleadings, correspondence, opinions, and/or comments; 6. 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; 7. 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 8. 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 15-June-2019.

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,
prc.rspshr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.