

Date: September 18, 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	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	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"> <li>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>Oversees the data analysis and design, and the database management, implementation, monitoring, administration, tuning, performance, utilization, and standardization;</li> <li>Manages new initiatives and the continuing development and maintenance of various relational databases of the Commission;</li> <li>Supervises the updating of the official Commission databases of professionals;</li> <li>Supervises any database migration project;</li> <li>Recommends policies and guidelines on database management (i.e. users level hierarchy, access controls, and other related database policies);</li> <li>Supervises the preparation and monitors the implementation of programs, projects, and annual work, financial, and other plans of the division;</li> <li>Plans, supervises, evaluates, and reviews the work and performance of the division staff;</li> <li>Reviews the physical accomplishment and narrative accomplishment reports of the division; and</li> <li>Performs other related functions.</li> </ol>
2	Administrative Aide VI (Data Entry Machine Operator I)	PRC-DOLEB-ADA6-46-2008	6	Php14,847.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility		Central Office (Database Management Systems Division)	<ol style="list-style-type: none"> <li>Receives approved service requests from Central and Regional Offices;</li> <li>Checks the completeness of submitted approved service request and its supporting documents;</li> <li>Coordinates with the concerned office/division for any discrepancies noted, as necessary;</li> <li>Assists in the document scanning work; and</li> <li>Performs other related functions.</li> </ol>
3	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 Office (Legal Research and Opinion Division)	<ol style="list-style-type: none"> <li>Assists the Legal Office director in advising the Commission on legal matters;</li> <li>Exercises supervision and control over legal officers and staff of the division;</li> <li>Undertakes final review of draft legal research and opinions, contracts and agreements, and other legal issues/inquiries and concerns;</li> <li>Undertakes final review of the citizenship qualifications of applicants, as necessary, for the licensure examinations and renders legal advice in relation thereto;</li> <li>Undertakes final review on recommendations pertaining to petitions for correction of name and/or date of birth;</li> <li>Assists the Commission in the review/preparation of office orders, circulars, or memoranda, as required by the Commission; and</li> <li>Performs other related functions.</li> </ol>
4	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"> <li>Prepares/drafts legal research and opinions, contracts and agreements, and other legal issues/inquiries and concerns;</li> <li>Coordinates with hearing officers regarding the requested legal research and opinions;</li> <li>Undertakes assessment of citizenship qualifications of applicants, as necessary, for the licensure examinations and renders legal advice in relation thereto;</li> <li>Prepares recommendations pertaining to petitions for correction of name and/or date of birth;</li> <li>Assists in the preparation of office orders, circulars, or memoranda;</li> <li>Renders legal advice to public queries;</li> <li>Assists in advising the Commission on legal matters;</li> <li>Assists in advising the department heads/officials on legal and technical matters relative to departmental policies and procedures; and</li> <li>Performs other related functions.</li> </ol>
5	Professional Regulations Officer II	PRC-DOLEB-PREGO2-50-2008	13	Php25,232.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Central Office (Licensure Division)	<ol style="list-style-type: none"> <li>Consolidates reports on the conduct of licensure examinations and policy/program recommendations, and prepares the periodic reports thereof;</li> <li>Compiles and reproduces reports/certifications on the conduct of every licensure examination submitted to the Licensure Division by the Regional Directors/Exam Coordinators;</li> <li>Consolidates reports on the estimated number of applicants from Philippine Embassies and Philippine Overseas Labor Offices (POLOs) to determine the venues for the Special Professional Licensure Board Examination (SPLBE);</li> <li>Prepares the presentation for the annual Commission Consultation Meeting to determine the dates and venues of SPLBE;</li> <li>Drafts plans, policies and programs, and guidelines relative to the application for and conduct of licensure examinations, for recommending approval of the Chief PRO;</li> <li>Prepares communication letters and serves as liaison officer to the Department of Foreign Affairs (DFA) and concerned Embassies in facilitating the official passports and Visa entry of the delegation members for SPLBE for OFWs; and</li> <li>Performs other related functions.</li> </ol>
6	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)	<ol style="list-style-type: none"> <li>Provides legal advice and assistance on matters referred by the Assistant Commissioner;</li> <li>Conducts researches on issues and concerns involving the interpretation and application of law, policies, rules, and regulations;</li> <li>Performs other related functions.</li> </ol>

7	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)	<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>
8	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)	<ol style="list-style-type: none"> <li>1. Provides legal advice and assistance on matters referred by the Commissioner;</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>
9	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)	<ol style="list-style-type: none"> <li>1. Provides legal advice and assistance on matters referred by the Commissioner;</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>
10	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 Office (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>
11	Professional Regulations Assistant	PRC-DOLEB-PREGA-60-2008	8	Php16,758.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Central Office (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>
12	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	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"> <li>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;</li> <li>2. Recommends policies and programs on supply and property management;</li> <li>3. Conducts periodic monitoring to evaluate the proper implementation of supply and property management;</li> <li>4. Establishes and maintains linkages with other government and private agencies; and</li> <li>5. Performs other related functions.</li> </ol>
13	Administrative Aide IV	PRC-DOLEB-ADA4-55-2008	4	Php13,214.00	Completion of two (2) years studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		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>
14	Assistant Statistician	PRC-DOLEB-ASTAT-44-2008	9	Php17,975.00	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 (Research and Statistics Division)	<ol style="list-style-type: none"> <li>1. Undertakes researches and submits recommendations on the critical analysis of various reports and/or technical literature;</li> <li>2. Maintains/evaluates records on technical literature and submits comments/recommendations thereon, as may be required;</li> <li>3. Assists in gathering and interpreting the data collected and writing the required reports thereon;</li> <li>4. Prepares forms or statistical work sheets and tables using appropriate office applications/software;</li> <li>5. Computes simple statistical measures for tabulation;</li> <li>6. Assists in the preparation of survey questionnaire and/or the conduct of field interview to obtain statistical information;</li> <li>7. Receives requests for statistics and other examination results-related information; and</li> <li>8. Performs other related functions.</li> </ol>

15	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 Office (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>
16	Computer Programmer I	PRC-DOLEB-COMPRO1-59-2008	11	Php20,754.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (System 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>
17	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 Office (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 17-October-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](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  
[prc.rspshr@gmail.com](mailto:prc.rspshr@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.