

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 Professional Regulations Officer	PRC-DOLEB-SVPREGO-21-2016	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 (Commission Secretariat)	<ol style="list-style-type: none"> 1. Assists the Commission in monitoring vacancies in the various Professional Regulatory Boards (PRBs); 2. Provides administrative assistance to the Commission in the evaluation, selection, and endorsement to the Office of the President of nominees to the vacancies in the PRBs; 3. Coordinates with the Commission and the Office of the President Search Committee Secretariat regarding selection and nomination matters; 4. Plans and supervises the activities of the unit; 5. Undertakes custody and safekeeping of the records and documents of the unit; and 6. Performs other related functions.
2	Professional Regulations Officer II	PRC-DOLEB-PREGO2-54-2008	13	Php25,232.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Central Office (Continuing Professional Development Division)	<ol style="list-style-type: none"> 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.
3	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 Division)	<ol style="list-style-type: none"> 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.

4	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	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Central Office (General Services Division)	<ol style="list-style-type: none"> 1. Supervises and monitors the general service operations of the office; 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; 3. Plans, monitors, and evaluates the division's target and performance according to agreed indicators and measures; 4. Monitors and evaluates the implementation of the provision of security and janitorial services; 5. Reviews and finalizes policy recommendations on general service administration; 6. Provides technical assistance in procurement relative to infrastructure and physical facilities development; 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 8. Performs other related functions.
5	Administrative Aide VI (Data Entry Machine Operator I)	PRC-DOLEB-ADA6-49-2008	6	Php14,847.00	Completion of two (2) years studies in College	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility		Central Office (Database Management System Division)	<ol style="list-style-type: none"> 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.
6	Attorney III	PRC-DOLEB-ATY3-32-2008	21	Php57,805.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Hearing and Investigation Office)	<ol style="list-style-type: none"> 1. Conducts hearings of administrative cases; 2. Assists in advising the Commission, its officials, and the PRBs on investigation and hearing matters, as well as on legal and technical matters relative to department/Commission policies and procedures; 3. Reviews draft rulings, decisions, and other legal correspondence; 4. Assists in monitoring the status of administrative and conciliation-mediation cases filed before the PRBs; 5. Assists in recording and monitoring the status of all cases filed in regular courts by and against the Commission and PRBs; 6. Assists in supervising the verification of status of cases and the updating of the database on the status of all pending cases; 7. Reviews the certification and/or clearance regarding the status of individual professionals; 8. Assists in supervising the docketing and records functions; and 9. Performs other related functions.

7	Attorney V	PRC-DOLEB-ATY5-30-2008	25	Php95,083.00	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080		Central Office (Hearing and Investigation Division)	<ol style="list-style-type: none"> 1. Assists the Legal Office director in advising the Commission on investigation and hearing matters; 2. Exercises supervision and control over hearing officers and legal staff of the division; 3. Undertakes final review of draft rulings and decisions; 4. Monitors the status of administrative and conciliation-mediation cases filed before the PRBs; 5. Records and monitors the status of all cases filed in regular courts by and against the Commission and PRBs; 6. Supervises the verification of status of cases and the updating of the database on the status of all pending cases; 7. Issues certification and/or clearance regarding the status of individual professionals as required by international agencies, including Commission officials and employees and PRBs; 8. Directly supervises the docketing and records functions; 9. Assists the Commission in the preparation of office orders, circulars, or memoranda; and 10. Performs other related functions.
8	Administrative Officer III	PRC-DOLEB-ADOF3-27-2016	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 Office (Human Resource Development Division)	<ol style="list-style-type: none"> 1. Assists in the coordination, implementation, and evaluation of activities and functions relative to personnel administration services; 2. Prepares all pertinent documents relative to personnel actions, such as appointment, promotions, awards separation, and certification; 3. Maintains and updates the Human Resource Management Information System (HRMIS); 4. Safeguards the 201 file and permanent records of Commission employees; 5. Assists in the conduct of employment interviews, orientation meetings of new employees, guidance and counseling conferences, and handles complaints and grievances; 6. Assists in the dissemination of information to employees on existing rules and regulations pertaining to personnel administration; 7. Prepares reports and documents pertaining to personnel administration required by the Commission, other government agencies, and private institutions; 8. Acts as alternate Secretariat in the Personnel Selection Board (PSB), Program on Awards and Incentive for Service Excellence (PRAISE), and Grievance Machinery; 9. Performs other related functions.
9	Administrative Aide VI (Clerk III)	PRC-DOLEB-ADA6-63-2008	6	Php14,847.00	Completion of two (2) years studies in College	None Required	None Required	Career Service (Subprofessional)/ 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.

10	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	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Central Office (Network Infrastructure Information 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.
11	Attorney III	PRC-DOLEB-ATY3-1-2019	21	Php57,805.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Office of the Chairman)	<ol style="list-style-type: none"> 1. Assists the unit head in supervising and ensuring the prompt disposition of appealed cases; 2. Reviews, evaluates, and makes recommendations on cases brought on appeal; 3. Reviews draft decisions before submission to the Commission for signature; 4. Prepares draft decisions, orders, and other legal communications; 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; 6. Executes the decisions and orders of the Commission in appealed cases; and 7. Performs other related functions.

12	Attorney III	PRC-DOLEB-ATY3-2-2019	21	Php57,805.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Office of the Chairman)	<ol style="list-style-type: none"> 1. Assists the unit head in supervising and ensuring the prompt disposition of appealed cases; 2. Reviews, evaluates, and makes recommendations on cases brought on appeal; 3. Reviews draft decisions before submission to the Commission for signature; 4. Prepares draft decisions, orders, and other legal communications; 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; 6. Executes the decisions and orders of the Commission in appealed cases; and 7. Performs other related functions.
13	Professional Regulations Assistant	PRC-DOLEB-PREGA-13-2016	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"> 1. Assists the board secretaries in ensuring the efficient and smooth operations within their respective clusters; 2. Coordinates with the other PRAs to ensure smooth flow of activities within the PRB Secretariat; 3. Assists in handling the custody, management, and maintenance of all PRB and PRB Secretariat files and documents; 4. Assists the board secretaries in the drafting of resolutions, memoranda, notices, letters, endorsements, and other correspondence of the PRBs; 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; 6. Assists in drafting periodic accomplishment and other reports of the PRB Secretariat; and 7. Performs other related functions.
14	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-67-2008	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 (Professional Registry Division)	<ol style="list-style-type: none"> 1. Arranges and manages files, specifically the Permanent Examination Registration Record Cards (PERRCs) and Registry Sheets of the Professional Registry Division; 2. Monitors and ensures that the documents are in good condition; 3. Pulls-out PERRC for verification purposes; 4. Logs the incoming and outgoing of PERRCs; and 5. Performs other related functions.
15	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-71-2008	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 (Rating Division)	<ol style="list-style-type: none"> 1. Batches the complete sets of ID and answer sheets for storage in the vault; 2. Performs timely bookbinding of consolidated documents produced after the release of examination results; 3. Stores the examination papers inside the vault until withdrawal for reading through the Optical Mark Reader (OMR); 4. Retrieves and opens the sealed packages/envelopes in the presence of the Board Member/s concerned; 5. Transports the opened envelopes of Answer/ID sheets to the OMR Section; 6. Reproduces documents needed before and after the release of examination results; 7. Pulls-out ID Sheets of examinees requesting for correction of names and/or birthdates; 8. Performs other related functions.

16	Professional Regulations Officer III	PRC-DOLEB-PREGO3-45-2008	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 (Rating Division)	<ol style="list-style-type: none"> 1. Performs computerized consolidation of the ratings of examinees; 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; 3. Under immediate supervision, ensures the smooth operation and regular maintenance of the hardware and software components of the various systems in the division; 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); 5. Checks and analyzes the statistical reports generated during the processing of examination results; 6. Handles the requisitioning of all supplies and equipment to be used in the day-to-day operation of the division; and 7. Performs other related functions.
17	Statistician V	PRC-DOLEB-STAT5-37-2016	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 (Research and Statistics Division)	<ol style="list-style-type: none"> 1. Exercises management and overall supervision of the division's functions, responsibilities, and personnel; 2. Provides consultative, advisory, and technical assistance/services to the Commission and Professional Regulatory Boards (PRBs) on matters relating to statistics and research; 3. Oversees and supervises the development and implementation of research and studies; 4. Reviews and recommends the approval of the research agenda of the PRBs and Commission offices; 5. Reviews and approves analysis and interpretation of statistical data of performance of schools, universities, and colleges in licensure examinations and physical performance; 6. Supervises the processing and review of raw data through comparative analysis of the targets vis-à-vis actual accomplishments, taking into account resource allocation; 7. Supervises the preparation and publication of the annual performance of schools in licensure examinations and the dissemination of research information and research studies; 8. Establishes and maintains linkages with government agencies in its areas of concern; and 9. Performs other related functions.
18	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-23-2016	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 (Research and Statistics Division)	<ol style="list-style-type: none"> 1. Conducts an initial evaluation of research/study proposals and provides initial comments and/or recommendations; 2. Collates research proposals and formulates a research program/agenda, for approval of the Commission; 3. Assists in the conduct of research and studies of Commission offices/Professional Regulatory Boards (PRBs), which includes the formulation of conceptual schemes, design of research instruments, supervision of data collection, data processing, statistical analysis, and writing of reports; 4. Assists the chief and Statistician IV in planning the programs and research priorities of the division; 5. Facilitates the publication and dissemination of research/studies conducted; 6. Develops and recommends new systems and procedures to improve the conduct of various research/studies; and 7. Performs other related functions.

19	Attorney III	PRC-DOLEB-ATY3-22-2016	21	Php57,805.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Special Prosecution Division)	<ol style="list-style-type: none"> 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. Drafts pleadings, correspondence, opinions, and/or comments; 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; 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 7. Performs other related functions.
20	Administrative Officer I	PRC-DOLEB-ADOF1-41-2008	10	Php19,233.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Central Office (Procurement and Supply Division)	<ol style="list-style-type: none"> 1. Handles returned serviceable and unserviceable equipment; 2. Identifies/classifies equipment units as serviceable/unserviceable/for repair and/or for disposal; 3. Maintains the record of Purchase Orders, Sales Invoice, and Delivery Receipt of newly procured office equipment, in compliance with the policies, rules, and regulations of the Commission on Audit (COA); 4. Prepares the transmittal for outgoing documents to PRC regional offices, as well as the Gate Pass for equipment to be brought outside PRC premises by officials and employees of the Commission; 5. Coordinates with accredited suppliers for the repair of various defective/malfunctioning equipment; 6. Maintains the files of pertinent forms/slips and documents of the division, such as the Requisition and Issue Slip for Equipment, Property Acknowledgment Receipt of Equipment, Inventory Custodian Slip, Borrower's Slip, Return slip, Gate Pass, etc. 7. Assists the Disposal Committee in the regular disposal of unserviceable properties/equipment; 8. Assists in the conduct of the annual physical inventory of plant, property, and equipment; and 9. Performs other related functions.

21	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	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Central Office (System Development and Maintenance Division)	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 19-November-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, Manila
prc.rpsshr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.