

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 29, 2020

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	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-30-2016	24	Php85,074.00	Master's Degree or Certificate of 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 (Accreditation and Compliance Division)	1. Recommends to the director of the Regulation Office the plans, policies, and programs of the division; 2. Evaluates the performance of the operating units in terms of the targets set and accomplishments; 3. Conducts study and benchmarking for the development and improvement of the division; 4. Provides technical support to PRBs for the implementation of the above stated function; 5. Collaborates, networks, and coordinates with concerned stakeholders in the government, industry, and other organizations; 6. Approves the statistical data of the accredited professional organizations, firms/partnerships/corporations allowed to practice regulated professions, accredited training programs and institutions, specialty societies and organizations, and the inspected higher educational institutions and establishments, for monitoring; 7. Reviews and approves the periodic accomplishment reports; and 8. Performs other related functions.
2	Administrative Aide VI (Disbursing Officer I)	PRC-DOLEB-ADA6-26-2016	6	Php15,524.00	Completion of two (2) years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility		Central Office (Cash Division)	1. Issues Official Receipt (OR); 2. Records/Indexes payment for various creditors, PRBs, PRC officials, and employees; 3. Records paid Disbursement Vouchers (DV) with supporting documents, for submission to the Accounting Division; 4. Prepares Report of Check Issued (RCI) and Advice of Check Issued and Cancelled (ACIC); 5. Checks List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA), Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIEE), and checks; 6. Releases checks/LDDAP-ADA and other payments to employees/creditors; 7. Files LDDAP-ADA, check stubs, and SLIEE, and sums up the total disbursement for the month; 8. Tallies total amount of disbursement with the RCI and ACIC; 9. Prepares report of disbursement for various licensure examinations; 10. Assists in the monitoring of Notice of Cash Allocation (NCA) and disbursement, to avoid overdraft; 11. Compares/counterchecks unreconciled amount of Disbursement with the Accounting Division and make necessary adjustment; 12. Prepares documents for the updating of bank signatories; 13. Oversees the timely payment of all approved vouchers; 14. Monitors and prepares requests for checks, for approval of the Bureau of Treasury (BTr); 15. Acts as a collecting and disbursing officer, as needed; 16. Disburses funds for PRC activities; and 17. Performs other related functions.
3	Administrative Aide IV	PRC-DOLEB-ADA4-43-2008	4	Php13,807.00	Completion of two (2) year studies in college	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Central Office (General Services Division)	1. Assembles, installs, tests, monitors, inspects/diagnoses, maintains, and/or repairs electrical/electronic wiring, equipment, appliances, apparatus, and fixtures, in accordance with relevant codes/guidelines; 2. Designs, builds/assembles, installs, inspects, maintains, and/or repairs structures, fixtures, furniture, and other items used within the Commission premises; 3. Installs, inspects, maintains, or repairs/replaces the plumbing system and its components (i.e., urinals, faucets, sinks, etc.); 4. Plans layout and installation of electrical wiring, equipment, and fixtures, based on job specifications and local codes; 5. Studies specifications in blueprints, sketches, and/or building plans for the preparation of the project layout and plan; 6. Directs and trains workers/laborers/helpers to build/install, maintain, or repair systems, equipment, and/or fixtures; 7. Performs other related functions.

4	Administrative Officer II	PRC-DOLEB-ADOF2-1-2020	11	Php22,316.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Central Office (Human Resource Development Division)	<ol style="list-style-type: none"> <li>1. Prepares pertinent documents relative to personnel actions, such as leave balance, record of absences and tardiness, payroll, voucher, Obligation Request and Status (ORS), payslip, memorandum, and terminal pay;</li> <li>2. Maintains and updates the employees' leave card and payroll system;</li> <li>3. Act as liaison officer to the Government Service Insurance System (GSIS) and other government agencies;</li> <li>4. Prepares reports and documents pertaining to leave administration, compensation, and employees' welfare; and</li> <li>5. Performs other related functions.</li> </ol>
5	Professional Regulations Officer II	PRC-DOLEB-PREGO2-29-2016	13	Php26,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Central Office (International Development Division)	<ol style="list-style-type: none"> <li>1. Conducts initial assessment of requests for position/inputs;</li> <li>2. Formulates initial consultative plan;</li> <li>3. Identifies people/entities to be considered as stakeholders for consultation or meeting;</li> <li>4. Provides logistical and administrative assistance to the Chief PRO on the conduct of consultations or meetings;</li> <li>5. Prepares necessary documents for consultations or meetings;</li> <li>6. Records pertinent details of the meeting or consultation proceedings;</li> <li>7. Assists in the compliance of protocols in the consultations or meetings;</li> <li>8. Records and manages the calendar of consultative activities;</li> <li>9. Keeps and maintains all pertinent records and outputs of consultations or meetings;</li> <li>10. Gathers required data and other related literature (e.g. trade in services policy strategies, directions and developments in international trade in services agreements, parallel international trade agreements including professional regulatory regimes, labor market trends, Schedule of Commitments, range of competencies and qualifications, and qualifications standards of other countries, etc.) and processes them into organized format ready for analysis; and</li> <li>11. Performs other related functions.</li> </ol>
6	Administrative Assistant I (Secretary I)	PRC-DOLEB-ADAS1-20-2008	7	Php16,458.00	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 (Office of the Chairman)	<ol style="list-style-type: none"> <li>1. Records and releases incoming and outgoing correspondence;</li> <li>2. Requisitions office supplies and materials needed by the office; and</li> <li>3. Performs other related functions.</li> </ol>
7	Planning Officer V	PRC-DOLEB-PLO5-31-2016	24	Php85,074.00	Master's Degree or Certificate of 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 (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>
8	Professional Regulations Officer I	PRC-DOLEB-PREGO1-2-2020	11	Php22,316.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Central Office (Professional Registry Division)	<ol style="list-style-type: none"> <li>1. Supervises the storage, digitization and preservation of permanent records of the Commission such as registry book sheets and permanent examination and registration record card of registered professionals; and</li> <li>2. Performs other related functions.</li> </ol>
9	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-33-2016	24	Php85,074.00	Master's Degree or Certificate of 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 (Qualification Recognition Division)	<ol style="list-style-type: none"> <li>1. Reviews and recommends to the PRBs all applications for the registration/issuance of Special Temporary Permits 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. Reviews and recommends approval of resolutions, endorsements, letters of denial, replies on inquiries regarding the process of application, and letters regarding applicants' lack of requirements;</li> <li>3. Reviews and recommends approval of issuance of certificates to foreigners allowed to practice the profession in the Philippines or to Filipino professionals under ASEAN Mutual Recognition Arrangements;</li> <li>4. Undertakes liaison activities with national, regional, and international professional regulatory authorities and bodies in the implementation of international agreements to promote networking, mutual exchange, and cooperation, including professional qualifications framework development, alignment, and referencing;</li> <li>5. Undertakes the monitoring of the conditions and welfare of Filipino professionals deployed under the MRA, APEC Engineer/Architect Register Philippines, and other international agreements/cooperation, in coordination with DOLE Philippine Overseas Labor Offices through the Philippine Embassies;</li> <li>6. Undertakes the monitoring of the implementation of undertakings of foreign professionals in the Philippines and refers to Commission offices and/or appropriate law enforcement agencies the cases of foreign professionals illegally practicing regulated professions; and</li> <li>7. Performs other related functions.</li> </ol>

10	Professional Regulations Officer I	PRC-DOLEB-PREGO1-52-2008	11	Php22,316.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Central Office (Rating Division)	<ol style="list-style-type: none"> <li>1. Reads the answer and identification sheets of examinees through the Optical Mark Reader (OMR);</li> <li>2. Provides technical assistance in the operation and maintenance of the hardware and software components of the systems being utilized by the division;</li> <li>3. Accomplishes the timely printing of the reports on the ratings of all examinees after the release of examination results;</li> <li>4. Conducts regular calibration of the OMR machines to ensure accuracy in the capturing of data;</li> <li>5. Prepares periodic reports;</li> <li>6. Rectifies performance of schools based on requests acted on and approved by the Research and Statistics Division;</li> <li>7. Generates files needed by other offices of the Commission after the release of each examination;</li> <li>8. Performs regular backup of system files after the release of examination results; and</li> <li>9. Performs other related functions.</li> </ol>
11	Administrative Officer V	PRC-DOLEB-ADOF5-24-2016	18	Php42,159.00	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 Office (Records Division)	<ol style="list-style-type: none"> <li>1. Assists in the preparation, approval, and implementation of the Records Retention Disposition Schedule (RRDS) for the Commission;</li> <li>2. Coordinates with the record custodians of different Commission offices regarding the inventory of their records for transfer to the Records Management Division (RMD)/ Central Office;</li> <li>3. Receives, maintains, and supervises the boxes of records for transfer and/or storage;</li> <li>4. Coordinates with the National Archives of the Philippines (NAP) regarding the approval of the authority to shred and dispose, the scheduling of shredding, disposal, and transfer of permanent records to the Records Center of NAP, and the availability of authorized NAP analyst to witness the shredding;</li> <li>5. Supervises the shredding and disposal of test questionnaires/booklets, and the spoiled, obsolete, and valueless records;</li> <li>6. Reviews the retention period of each record according to the RRDS;</li> <li>7. Prepares the Certificate of Shredding;</li> <li>8. Coordinates the transfer and disposal of records/document boxes of different Commission offices and divisions/sections;</li> <li>9. Coordinates with NAP, Commission on Audit (COA), and buyer regarding the scheduled disposal and signing of the Certificate of Disposal; and</li> <li>10. Performs other related functions.</li> </ol>
12	Administrative Officer I	PRC-DOLEB-ADOF1-3-2020	10	Php20,219.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Central Office (Records Division)	<ol style="list-style-type: none"> <li>1. Organizes and supervises unit/section activities;</li> <li>2. Weighs, appraises, and meters letters for mailing to the Philippine Postal Office;</li> <li>3. Checks replenishment reports for the metered machine used in mailing official letters and communications;</li> <li>4. Checks transmittal list received from various divisions for mailing to Philippine Post Office;</li> <li>5. Implements and monitors the systems and procedures regarding the processing and releasing of all incoming and outgoing communications;</li> <li>6. Facilitates the preparation of and checks the periodic consolidated reports of the unit/section;</li> <li>7. Encodes, stores, and/or maintains record information;</li> <li>8. Prepares the remittance list received through mails; and</li> <li>9. Performs other related functions.</li> </ol>
13	Administrative Aide V	PRC-DOLEB-ADA5-41-2008	5	Php14,641.00	Completion of two-year 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. 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>

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 28 June 2020.

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  
[prchr.recruitment@gmail.com](mailto:prchr.recruitment@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.