

Republic of the Philippines  
**PROFESSIONAL REGULATIONS COMMISSION**

Date:

December 1, 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	Security Officer I	PRC-DOLEB-SECO1-39-2008	11	Php22,316.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (General Services Division)	<ol style="list-style-type: none"> <li>1. Exercises authority over the security personnel of the Commission, including outsourced private guards;</li> <li>2. Executes and enforces all orders, directives, and instructions of the Commission;</li> <li>3. Plans the organization, employment, and disposition of guards into units;</li> <li>4. Approves schedule of duties of the guards and monitors their compliance;</li> <li>5. Conducts investigation of serious violations of office rules and regulations, and enforces discipline as necessary;</li> <li>6. Maintains records of incident reports regarding security; and</li> <li>7. Performs other related functions.</li> </ol>
2	Attorney IV	PRC-DOLEB-ATY4-20-2016	23	Php75,359.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Central Office (Legal Research and Opinion Division)	<ol style="list-style-type: none"> <li>1. Assists in advising the Commission on legal matters;</li> <li>2. Assists in supervising the legal officers and staff of the division;</li> <li>3. Reviews draft legal research and opinions, contracts and agreements, and other legal issues/inquiries and concerns;</li> <li>4. Reviews the draft/initial assessment of citizenship qualifications of applicants, as necessary, for the licensure examinations and renders legal advice in relation thereto;</li> <li>5. Reviews recommendations pertaining to petitions for correction of name and/or date of birth;</li> <li>6. Assists the Commission in the preparation/review of office orders, circulars, or memoranda;</li> <li>7. Assists in advising the Commission department heads/officials on legal and technical matters relative to departmental policies and procedures; and</li> <li>8. Performs other related functions.</li> </ol>
3	Professional Regulations Officer III	PRC-DOLEB-PREGO3-30-2016	16	Php35,106.00	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>
4	Administrative Aide IV	PRC-DOLEB-ADA4-59-2008	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 (Rating Division)	<ol style="list-style-type: none"> <li>1. Batches the complete sets of ID and answer sheets for storage in the vault;</li> <li>2. Performs timely bookbinding of consolidated documents produced after the release of examination results;</li> <li>3. Stores the examination papers inside the vault until withdrawal for reading through the Optical Mark Reader (OMR);</li> <li>4. Retrieves and opens the sealed packages/envelopes in the presence of the Board Member/s concerned;</li> <li>5. Transports the opened envelopes of Answer/ID sheets to the OMR Section;</li> <li>6. Reproduces documents needed before and after the release of examination results;</li> <li>7. Pulls-out ID Sheets of examinees requesting for correction of names and/or birthdates;</li> <li>8. Performs other related functions.</li> </ol>

5	Supervising Administrative Officer	PRC-DOLEB-SADOF-31-2016	22	Php66,867.00	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 Office (Records Division)	<ol style="list-style-type: none"> <li>1. Exercises immediate supervision over the staff performing activities and functions relative to verification, certification, and authentication (i.e., board rating, passing, etc.);</li> <li>2. Reviews and checks the preparation of Commission documents relative to verification, certification, and authentication;</li> <li>3. Acts as Officer-In-Charge in the absence of the division chief;</li> <li>4. Directs the preparation and review of the division's periodic reports;</li> <li>5. Reviews the reports and documents pertaining to records and archives administration required by the Commission, oversight agencies, and other government agencies and private institutions;</li> <li>6. Supervises the maintenance and management of records and the archives administration;</li> <li>7. Maintains and updates the electronic verification system, in coordination with the Information and Communications Technology Service (ICT Service);</li> <li>8. Reviews letters and/or memoranda relative to the accuracy and correctness of data;</li> <li>9. Assists the Chief Administrative Officer in the implementation of the disaster preparedness and business continuity plans; and</li> <li>10. Performs other related activities.</li> </ol>
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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 31-December-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

[hrdd.recruitment@prc.gov.ph](mailto:hrdd.recruitment@prc.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.