

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION
 Request for Publication of Vacant Positions

Date: April 26, 2021

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 Assistant II	PRC-DOLEB-ADAS2-48-2008	8	Php18,251.00	Completion of two-year studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Central Office (Budget and Management Division)	1. Performs preliminary budget analysis; 2. Prepares Project Procurement Management Plan (PPMP) for the division; 3. Assists in the preparation of annual budget estimates and other related budgetary reports; 4. Processes various claims; 5. Acts as records custodian of financial reports and other related documents; and 6. Performs other related functions
2	Computer File Librarian I	PRC-DOLEB-CFL1-56-2016	8	Php18,251.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (Database Management Systems Division)	1. Receives approved service requests from the Central and Regional Offices; 2. Checks the completeness of the 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; 5. Prepares the physical accomplishment and narrative accomplishment reports of the division; and 6. Performs other related function.
3	Attorney III	PRC-DOLEB-ATY3-21-2016	21	Php60,901.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Hearing and Investigation Division)	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
4	Legal Assistant I	PRC-DOLEB-LEA1-23-2016	10	Php21,205.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (Hearing and Investigation Division)	1. Drafts rulings, decisions, and other legal correspondence; 2. Assists the division attorneys on investigation and hearing matters; 3. Conducts legal research on all legal issues and cases referred to the division; 4. Handles the verification of the status of cases and the updating of the database on the status of all pending cases; and 5. Performs other related functions.

5	Professional Regulations Officer III	PRC-DOLEB-PREGO3-28-2016	16	Php36,628.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Central Office (International Development Division)	<ol style="list-style-type: none"> 1. Formulates initial consultative plan; 2. Identifies people/entities to be considered as stakeholders for consultations/meetings; 3. Provides logistical and administrative assistance in the conduct of consultations or meeting, including meeting materials and documents; 4. Assists in the general conduct of the consultation or meeting proper; 5. Assists in ensuring compliance of protocols in the consultations or meetings; 6. Conducts initial assessment of requests for position/inputs; 7. Gathers required data and other related literature and processes them into organized format ready for analysis; 8. Records pertinent details of the meeting or consultation proceedings; 9. Coordinates with agencies, entities and other offices of the Commission relative to the function of the division; 10. Records and manages calendar of consultative activities; 11. Verifies 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 12. Performs other related functions.
6	Information Technology Officer III	PRC-DOLEB-ITO3-38-2016	24	Php86,742.00	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 (Network Infrastructure and 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.

7	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-24-2016	22	Php68,415.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Central Office (Professional Registry Division)	1. Assists the Chief PRO in the performance of his/her functions and acts as Deputy Chief in his/her absence; 2. Supervises the activities and accomplishment of the various operating units in the performance of their functions; 3. Reviews and recommends for approval of the chief the draft plans, policies, programs, guidelines, and standards relative to the registration of professionals (with and without examination), issuance of professional license/Certificate of Registration, renewal of Professional Identification Card, and authentication of professional documents; 4. Maintains custody of original copy of records of initial registration, renewal of Professional ID cards, and suspension and/or revocation of license; 5. Examines the accuracy of the printed Certificates of Registration; 6. Reviews and recommends the approval of the statistical data of registered professionals; and 7. Performs other related functions.
8	Administrative Aide VI	PRC-DOLEB-ADA6-54-2008	6	Php16,200.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Central Office (Professional Registry Division)	1. Prints the Certificates of Registration, as well as the amended and replacement/duplicates thereof; 2. Prepares the monthly preventive maintenance schedule of printing machines, for submission to ICTS; and 3. Performs other related functions.
9	Professional Regulations Assistant	PRC-DOLEB-PREGA-18-2016	8	Php18,251.00	Completion of two-year studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Central Office (Professional Registry Division)	1. Acts as personal secretary of the Chief Professional Regulations Officer (Chief PRO); 2. Prepares the calendar of activities of the Chief PRO; 3. Compiles and manages the files of the Chief PRO; 4. Handles incoming and outgoing documents; 5. Receives calls and guests of the Chief PRO; and 6. 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 May 26, 2021.

- Letter of Intent indicating the position, item number and place of assignment of the position that you are applying for;
- Fully accomplished **NOTARIZED** Personal Data Sheet (PDS) with recent passport-sized picture and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating **in the last rating period** (if applicable);
- Photocopy of certificate of eligibility/rating/license;
- Photocopy of Transcript of Records;
- Certificates of Relevant Trainings and Seminars attended;
- Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
- A certification issued by the HR/Administrative Officer that the applicant has been performing supervisory/ managerial functions and managing a number of staff for a number of years;
- Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
- NBI clearance;
- CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
- Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
- Medical Declaration Form (see below "[Click HERE for the Additional Requirements and Medical Certificate](#)")

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.