

## **Ten (10) ADMINISTRATIVE STAFF**

Professional Regulation Commission

### Job Description

1. Provides technical, administrative and operational support to the Continuing Professional Development (CPD) Councils and the Professional Regulatory Boards in the implementation of the CPD Program;
2. Assists the CPD Councils during their consultations and/or orientation to their stakeholders;
3. Encodes the approved CPD providers and programs in the database;
4. Emails the approved application for credit units under Self-Directed Learning modality;
5. Prints the Certificates of Accreditation;
6. Prepares the Certificate of Compliance for professionals applying under ASEAN Mutual Recognition Agreements;
7. Prepares letter reply to CPD queries whether addressed to the CPD Council or to the Commission; and
8. Perform such other activities relevant and necessary in the implementation of the CPD Program.

Place of Assignment: Continuing Professional Development Division

Salary: Equivalent to Salary Grade (SG) 11

Mode of Employment : Job Order

### Qualification Standards:

- *Education:*  
Graduate of at least four (4) year-course from a University or College duly recognized by the Commission on Higher Education
- *Eligibility:*  
Holder of a Career Service (Professional) Second Level Eligibility
- *Experience*  
With one (1) year relevant experience in office work, preferably secretariat
- *Competency*  
Proficient in MS Excel, Word, and Powerpoint  
With good communication skills and proficient in writing

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

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. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. Photocopy of eligibility/license
6. TIN

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)

Deadline of submission is on **June 7, 2019.**

**Ten (10) ADMINISTRATIVE STAFF**  
Professional Regulation Commission

Job Description

1. Collects, sorts, prepares and scans documents for retention purposes;
2. Checks/Reviews and verifies documents for scanning;
3. Organizes scanned documents on various local, network and cloud storage devices;
4. Maintains confidentiality in the safekeeping of records; and
5. Performs other related functions as may be requested.

Place of Assignment: Archives and Records Division

Salary: Above minimum salary

Mode of Employment : Job Order

Qualification Standards:

- *Education:*  
Bachelor's Degree
- *Eligibility:*  
Preferably holder of a Career Service (Sub-Professional) First Level Eligibility
- *Experience*  
None required
- *Competency*  
Proactive, detail oriented, possesses positive attitude

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Fresh graduates are encouraged to apply.

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## **One (1) ACCOUNTING STAFF**

Professional Regulation Commission

### Job Description

1. Prepares Journal Entry Voucher for the issuance of inventory;
2. Prepares Journal Entry Voucher for the Collection and Deposit of Regional and Central Offices;
3. Prepares Journal Entry Voucher for Liquidation of MOOE;
4. Prepares working paper of Collection and Deposit for Central and Regional offices and Tally with BTR Certificate;
5. Reconciliations of General Ledger Accounts;
6. Performs other duties as required by the Supervisor.

Place of Assignment: Accounting Division

Salary: Above minimum salary

Mode of Employment : Job Order

### Qualification Standards:

- *Education:*  
Bachelor's Degree relevant to the job (preferably BS in Accountancy, BS in Banking and Finance or any allied course)
- *Eligibility:*  
Holder of a Career Service (Professional) Second Level Eligibility
- *Experience*  
With one (1) year relevant experience
- *Competency*  
Proficient in MS Excel, able to handle pressures at all times, able to read and understand technical forms and financial reports.

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

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P. Paredes St., cor. N. Reyes St., Sampaloc, Manila  
[prc.rspshr@gmail.com](mailto:prc.rspshr@gmail.com)

Deadline of submission is on **June 7, 2019.**

**Two (2) ADMINISTRATIVE STAFF**  
Professional Regulation Commission

Job Description

1. Assists in the preparation of payroll, vouchers, Obligation Request Status (ORS), Representation Allowance and Transportation Allowance (RATA), and Notice of Step Increment (NOSI);
2. Assists in the preparation of all types of payroll, voucher and OBR (overtime, maternity, PBB, PIB, PEI, salary differential, etc.);
3. Assists in the preparation of Landbank database report (soft and hard copy);
4. Performs other related duties as may be required by the Supervisor.

Place of Assignment: Human Resource Development Division

Salary: Above minimum salary

Mode of Employment : Job Order

Qualification Standards:

- *Education:*  
Bachelor's Degree relevant to the job (preferably BS in Accountancy, BS in Banking and Finance or any allied course)
- *Eligibility:*  
Holder of a Career Service (Professional) Second Level Eligibility
- *Experience*  
With one (1) year relevant experience
- *Competency*  
Proficient in MS Word and Excel, able to handle pressures at all times, possesses positive attitude, detail oriented.

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Deadline of submission is on **June 7, 2019.**

**One (1) ADMINISTRATIVE STAFF**  
Professional Regulation Commission

Job Description

1. Prepares the necessary inspection and monitoring documents of the various Professional Regulatory Boards (PRBs) such as RACIM, Travel Order and Inspection Tool prior to the schedule of the activity;
2. Coordinates with Regional Offices on administrative and logistics for the PRB concerned during the conduct of inspection and monitoring;
3. Sends communications to higher educational institutions/institutions to be inspected;
4. Reviews the reimbursement documents of the PRBs;
5. Performs other related functions as may be required by the Supervisor.

Place of Assignment: Accreditation and Compliance Division

Salary: Above minimum salary

Mode of Employment : Job Order

Qualification Standards:

- *Education:*  
Bachelor's Degree
- *Eligibility:*  
Holder of a Career Service (Professional) Second Level Eligibility
- *Experience*  
None required
- *Competency*  
Proficient in MS Word and Excel, able to handle pressures at all times, possesses positive attitude, detail oriented

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Deadline of submission is on **June 7, 2019.**

**One (1) ADMINISTRATIVE STAFF**  
Professional Regulation Commission

Job Description

1. Renders administrative assistance during meetings of the Professional Regulatory Boards;
2. Prepares minutes of meetings, communications, memoranda;
3. Prepares and disseminates correspondence, memos
4. Files and maintains records; and
5. Performs other related functions.

Place of Assignment: Professional Regulatory Board (PRB) Secretariat Division

Salary: Above minimum salary

Mode of Employment : Job Order

Qualification Standards:

- *Education:*  
Bachelor's Degree in Business Administration/Management/Secretarial/Public Administration, Mass Communication, Communication Arts
- *Eligibility:*  
Holder of a Career Service (Professional) Second Level Eligibility
- *Experience*  
With one (1) year relevant experience, fresh graduates are welcome to apply
- *Competency*  
Must have strong organizational and multi-tasking skills, coordination, customer-oriented, good communication skills (oral and written), can work under pressure.

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Deadline of submission is on **June 7, 2019.**

**One (1) ADMINISTRATIVE STAFF**  
Professional Regulation Commission

Job Description

1. Receives and encodes communications, letters, affidavit-complaints and all other pleadings/documents being filed with the Hearing and Investigation Division.
2. Encodes and forwards outgoing mails and transmittal to the Archives and Records Division;
3. Attends to legal inquiries from the public;
4. Performs other related functions.

Place of Assignment: Hearing and Investigation Division

Salary: Above minimum salary

Mode of Employment : Job Order

Qualification Standards:

- *Education:*  
Bachelor's Degree
- *Eligibility:*  
Holder of a Career Service (Professional) Second Level Eligibility
- *Experience*  
With one (1) year relevant experience
- *Competency*  
Proficient in MS Word and Excel, able to handle pressure at all times, possesses positive attitude, detail oriented.

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