

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	Professional Regulations Officer II	PRC-DOLEB-PREGO2-28-2016	13	Php25,232.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (Accreditation and Compliance Division)	<ol style="list-style-type: none"> 1. Evaluates applications for accreditation of the professional organizations, firms/partnerships/corporations allowed to practice the regulated profession, training programs and institutions, and specialty societies and organizations; 2. Drafts resolutions approving the application for accreditation of the professional organizations, firms/partnerships/corporations allowed to practice the regulated profession, training programs and institutions, and specialty societies and organizations; 3. Drafts the proposed Schedule of Inspection and Monitoring of PRBs; 4. Drafts/prepares the Request for Authority to Conduct Inspection and Monitoring (RACIM) and Travel Order; 5. Prepares the necessary documents of the Professional Regulatory Boards (PRBs) for the conduct of inspection and monitoring; 6. Accompanies the PRBs in the conduct of the inspection and monitoring of higher educational institutions or establishments, as assigned; 7. Compiles documents relative to the activities of the division; and 8. Performs other related functions.
2	Administrative Officer V	PRC-DOLEB-ADOF5-23-2016	18	Php40,637.00	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 (Commission Secretariat)	<ol style="list-style-type: none"> 1. Formulates and issues the Annual Communication Plan based on the Commission's plans and programs; 2. Coordinates the implementation of the Annual Communication Plan; 3. Monitors the implementation of the approved Communication Plan; 4. Recommends the approval of invitations and/or request of media interviews, TV appearance, and radio guesting; 5. Reviews and recommends the approval of press releases, news articles, and press statements to media organizations; 6. Exercises direct supervision over the employees of the unit; 7. Rates employees periodically; and 8. Performs other related functions.
3	Professional Regulations Officer III	PRC-DOLEB-PREGO3-50-2008	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 Office (Continuing Professional Development Division)	<ol style="list-style-type: none"> 1. Evaluates and reviews the requisite documents attached to the application for accreditation as CPD Provider and their programs and the application for credit unit/s for the activities under self-directed or lifelong learning; 2. Prepares and releases the Certificates of Accreditation of CPD providers and their programs and the Certificates of Credit Unit/s Earned under self-directed or lifelong learning; 3. Reviews and evaluates the draft resolution of the CPD Councils' secretary regarding the implementation of the CPD programs; 4. Reviews periodic accomplishment reports; 5. Prepares statistical data of the accredited CPD providers and accredited CPD programs; and 6. Performs other related functions.
4	Internal Auditor V	PRC-DOLEB-IAUD5-14-2016	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 undertaken within the last five (5) years	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Central Office (Internal Audit Division)	<ol style="list-style-type: none"> 1. Sets the annual goals, objectives, plans, and work programs of the unit; 2. Establishes internal auditing guidelines and procedures for the conduct of management and operations performance audit; 3. Oversees the conduct of internal audit; 4. Conducts final review of internal audit report findings and recommendations; 5. Recommends policies and guidelines on the development and implementation of the Commission's internal audit systems; 6. Plans, supervises, evaluates, and reviews the work and performance of the unit staff; 7. Supervises the preparation of the physical accomplishment reports and narrative accomplishment reports of the unit; and 8. Performs other related functions.

5	Administrative Assistant II	PRC-DOLEB-ADAS2-27-2016	8	Php16,758.00	Completion of two (2) 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 (Licensure Office)	<ol style="list-style-type: none"> 1. Receives calls and guests for the Director; 2. Receives and logs personal and routed letters for the Director and forwards the same for information; 3. Receives and organizes all papers for action of the Director; 4. Schedules and keeps a record of the Director's appointments; 5. Types and encodes communication letters, periodic reports, and other documents for submission to other offices, concerned government agencies, LGUs, and other private organizations; 6. Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and 7. Performs other related functions.
6	Executive Assistant II	PRC-DOLEB-EXA2-26-2008	17	Php36,942.00	Bachelor's Degree	Four (4) hours of training	One (1) year of experience	Career Service (Professional) Second Level Eligibility		Central Office (Office of the Chairman)	<ol style="list-style-type: none"> 1. Plans, supervises, and directs the performance of administrative and technical duties of subordinate staff to assist the Assistant Commissioner in exercising his functions; 2. Acts on routine and administrative matters, including endorsements, letters, and other correspondence; 3. Reviews office orders, memoranda, circulars, and other documents in conformance with laws, policies, and rules and regulations; and 4. Performs other related functions.
7	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-33-2016	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 undertaken w/in the last five (5) years	Four (4) years of supervisory/management	Career Service (Professional) Second Level Eligibility		Central Office (Qualification Recognition Division)	<ol style="list-style-type: none"> 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; 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; 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; 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; 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; 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 7. Performs other related functions.
8	Professional Regulations Officer I	PRC-DOLEB-PREGO1-53-2008	11	Php20,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (Rating Division)	<ol style="list-style-type: none"> 1. Reads the answer and identification sheets of examinees through the Optical Mark Reader (OMR); 2. Provides technical assistance in the operation and maintenance of the hardware and software components of the systems being utilized by the division; 3. Accomplishes the timely printing of the reports on the ratings of all examinees after the release of examination results; 4. Conducts regular calibration of the OMR machines to ensure accuracy in the capturing of data; 5. Prepares periodic reports; 6. Rectifies performance of schools based on requests acted on and approved by the Research and Statistics Division; 7. Generates files needed by other offices of the Commission after the release of each examination; 8. Performs regular backup of system files after the release of examination results; and 9. Performs other related functions.

9	Administrative Aide VI	PRC-DOLEB-ADA6-58-2008	6	Php14,847.00	Completion of two (2) 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 (Rating Division)	<ol style="list-style-type: none"> 1. Acts as a receptionist of the division; 2. Attends to the request of examinees for correction of data/information in their personal records; 3. Attends to queries of various Commission clientele that are within the scope of Rating Division's functions through phone and/or personal manifestation; 4. Checks/reviews reports and/or certifications requested by various schools and institutions, as prepared by the Research and Statistics Division for accuracy of the data; and 5. Performs other related functions.
10	Administrative Aide IV	PRC-DOLEB-ADA4-59-2008	4	Php13,214.00	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"> 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.
11	Administrative Aide VI	PRC-DOLEB-ADA6-37-2008	6	Php14,847.00	Completion of two (2) 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 (Records Division)	<ol style="list-style-type: none"> 1. Receives, sorts, processes, and releases or delivers incoming and outgoing official correspondences of the Commission, documents, and communications; 2. Prepares documentary requirements for and the schedule, upon approval of request/authority, of the shredding of test questionnaires/test booklets; 3. Picks up, sorts, and records mails from the Philippine Post Office; 4. Assists in the shredding of test questionnaires/test booklets and the regular disposal of absolute and valueless records, in accordance with the Records Retention and disposition Schedules (RRDS) of the Commission; 5. Prepares the Request for Authority to Dispose (RAD) for both the Central and Regional offices; 6. Files, updates, and maintains the Registry Sheet and transmittals for incoming mails; 7. Handles Return-to Sender (RTS) Board Ratings; 8. Retrieves the Table of Results and Masterlist, for verification with the National Archives of the Philippines; 9. Prepares periodic accomplishment reports; and 10. Performs other related functions.
12	Administrative Aide V	PRC-DOLEB-ADA5-38-2016	5	Php14,007.00	Completion of two (2) 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 (Research and Statistics Division)	<ol style="list-style-type: none"> 1. Under general supervision, layouts graphs, tables, and other visuals needed for presentations; 2. Designs book covers, journals, and other similar outputs; 3. Assists in the printing and/or reproduction of reports, statistical data, and other information for dissemination; 4. Assists in the formatting of survey questionnaires; 5. Assists in the gathering of data or survey results; 6. Receives request for statistics and other examination results-related information; 7. Assists in the storage and retrieval of records; and 8. Performs other related functions.
13	Legal Assistant I	PRC-DOLEB-LEA1-24-2016	10	Php19,233.00	Bachelor of Science in Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (Special Prosecution Division)	<ol style="list-style-type: none"> 1. Assists the division Attorneys in all legal works/activities relative to the functions of the division; 2. Drafts formal charges against examinees and/or professionals, pleadings, letters, opinions/comments, and other correspondence; 3. Conducts legal research on all legal issues and cases forwarded to the division; 4. Verifies the status of cases and updates the database on the status of all pending cases; 5. Monitors all cases filed before the regular courts and quasi-judicial agencies which are pending for investigation and hearing; and 6. Performs other related functions.

14	Computer Programmer I	PRC-DOLEB-COMPRO1-61-2008	11	Php20,754.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (Systems Development and Maintenance Division)	<ol style="list-style-type: none"> 1. Develops, enhances, maintains, and updates information/application systems; 2. Provides technical support in the design, development, deployment, and implementation of outsourced systems; 3. Builds application systems based on technical design documents; 4. Designs program logic formulation; 5. Develops computer program specifications; 6. Integrates modules; 7. Provides end-users with assistance/training in using/implementing the information/application systems; and 8. 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 27-July-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.rsps@hrmo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.