

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: March 20, 2019

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 I	PRC-DOLEB-ADAS1-46-2008	7	Php15,738.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Region XI (Office of the Director)	<ol style="list-style-type: none"> <li>1. Receives calls and guests for the Regional Director;</li> <li>2. Receives and logs personal and routed letters for the Regional Director and forwards the same for information;</li> <li>3. Receives and organizes all papers for action of the Regional Director;</li> <li>4. Schedules and keeps a record of the Regional Director's appointments;</li> <li>5. Types and encodes communication letters, periodic reports, and other documents for submission to PRC-CO, concerned government agencies, LGUs, and other private organizations;</li> <li>6. Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and</li> <li>7. Performs other related functions.</li> </ol>
2	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-61-2017	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		Region XI (Licensure and Registration Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in providing administrative and logistical support to the PRBs in the evaluation of exam applicant's qualification, conduct of licensure examinations, and implementation of licensure policies and programs;</li> <li>2. Assists the Regional Director in planning, directing, and controlling regional operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration;</li> <li>3. Assists in recommending plans, policies, programs, guidelines, and standards relative to the processing of licensure and/or registration applications and administration of examinations;</li> <li>4. Facilitates the establishment and maintenance of linkages with other government agencies and non-government and private institutions;</li> <li>5. Supervises and monitors the undertaking of administrative preparations for and the conduct of examinations, oath taking, and other official functions;</li> <li>6. Approves the prepared list of rooms, required number of exam personnel and corresponding office order;</li> <li>7. Reviews and approves reports and communications;</li> <li>8. Reviews inventories and records for disposal; and</li> <li>9. Performs other related functions.</li> </ol>

3	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-62-2017	22	Php65,319.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region XI (Licensure and Registration Division-Application Section)	<ol style="list-style-type: none"> <li>1. Assists in providing administrative and logistical support to the PRBs in the evaluation of applicant's qualification and implementation of licensure policies and programs;</li> <li>2. Assists in recommending plans, policies, programs, guidelines, and standards relative to the function of the office;</li> <li>3. Supervises the processing and issuance of applications for licensure examinations;</li> <li>4. Provides feedbacks for applicants with discrepancies, and conditionally approves applications;</li> <li>5. Provides assistance in establishing and maintaining linkages with other government agencies and non-government and private institutions;</li> <li>6. Supervises the endorsement of list of examinees, room assignment, and PERRC to the Examination Section;</li> <li>7. Supervises the posting of the list of room assignments;</li> <li>8. Reviews communication letters and monthly reports of the Application Section;</li> <li>9. Reviews records for disposal;</li> <li>10. Reviews communications regarding applicant's academic record with Higher Education Institutions (HEIs) and other relevant agencies/organizations prior to inclusion in the list of qualified applicants; and</li> <li>11. Performs other related functions.</li> </ol>
4	Professional Regulations Officer I	PRC-DOLEB-PREGO1-52-2017	11	Php20,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Region XI (Licensure and Registration Division-Application Section)	<ol style="list-style-type: none"> <li>1. Assists in the receiving and processing of applications for examination;</li> <li>2. Reviews, screens, and evaluates completeness of applications for examination received, and prints and issues the Notice of Admission;</li> <li>3. Prepares letters of communication on matters relating to Application Section;</li> <li>4. Assists in the generation of room assignment and list of examinees for endorsement to Examination Section and in the posting of the same in the official regional website;</li> <li>5. Prepares requests and transmits to other Regional Offices PERRCs and other pertinent documents;</li> <li>6. Provides assistance in the endorsing of list of examinees, room assignment, and PERRCs to Examination Section;</li> <li>7. Assists in monitoring/evaluating records for inventory and disposal; and</li> <li>8. Performs other related functions.</li> </ol>
5	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-52-2008	19	Php45,269.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region XI (Regulations Division)	<ol style="list-style-type: none"> <li>1. Assists the Division Chief in planning, directing, and controlling operations related to the implementation of regulation policies and programs;</li> <li>2. Assists in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region, including the provision of staff and logistical support in the conduct of inspection and monitoring of schools, firms and establishments and the submission of written report thereon to the Regional Director;</li> <li>3. Assists the PRBs in the conduct of stakeholder consultations and capacity building activities relative to mutual recognition agreements, reciprocity agreements, and other trade in services agreements;</li> <li>4. Assists in the review of applications for the accreditation of CPD providers, programs, and speakers, as well as firms, plants and machineries;</li> <li>5. Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the regions and the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including life-long and self-directed learning;</li> <li>6. Gives due notice of approval or disapproval of CPD application and keeps records of accredited CPD service providers and programs, as well as credited self-directed/life-long learning activities in the region;</li> <li>7. Reviews transmittals, reports, documents, and correspondence;</li> <li>8. Prepares reports and documents for submission to the Regional Director and other oversight government agencies in the region;</li> <li>9. Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations; and</li> <li>10. 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 04-18-19.

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:

**ROSARIO R. BRILLANTES**

HRMO Designate

Davao Regional Office, 2nd Floor Granland Business Center, Rafael  
Castillo St., Agdao, Davao City

[prc.davao@gmail.com](mailto:prc.davao@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.