

Date: September 18, 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 applicable) (if		
1	Attorney IV	PRC-DOLEB-ATY4-63-2017	23	Php73,811.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Region XI (Office of the Director)	<ol style="list-style-type: none"> 1. Serves as Conciliator-Mediator, receives, evaluates and docket the assigned case, assists the parties in preparing and drafting compromise agreement reached by the parties, and remands unresolved cases through the Regional Director; 2. Conducts investigation and acts as hearing officer in assigned administrative cases, acts on motions/manifestations raised by the parties, and drafts orders, decisions and resolutions; 3. Assists in the prosecution of cases assigned by the Regional Director regarding any violation in the practice of the profession/criminal laws, in collaboration with the Department of Justice; 4. Evaluates any criminal complaint filed personally or online and recommends legal action to the Regional Director (endorse the case to NBI or directly file the case with the prosecutors office and/or any quasi-judicial bodies), monitors the development of cases and complies with the orders from the prosecutors office, hearing officers, or the courts, and attends hearings and assists witnesses; 5. Prosecutes motu proprio cases initiated by the Commission or the Professional Regulatory Boards (PRBs), prepares summons, subpoena, and formal charge against the respondent, requires the respondent and the assigned special prosecutor to submit position paper, and drafts the case decision for approval of the PRB; 6. Prepares and/or reviews legal communications and opinions for the Regional Office on matters referred to it; 7. Prepares and/or reviews recommendations on name and citizenship cases of applicants in board examinations; 8. Issues Certificate of No Derogatory Record/Certificate of No Pending Case in the Region, or Certification on the Status of Case handled in the Region; 9. Investigates cases involving Regional Office employees, as may be directed by the Regional Director; 10. Reviews contracts and other legal documents involving the Regional Office; 11. Provides legal advice for work-related complaints against office personnel; and 12. Performs other related functions.
2	Professional Regulations Officer II	PRC-DOLEB-PREGO2-59-2008	13	Php25,232.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Region XI (Regulations Division)	<ol style="list-style-type: none"> 1. Assists in the conduct of ocular inspection of firms, schools and establishments, and in the monitoring of educational institutions in the region; 2. Assists in the conduct of stakeholder consultations and capacity-building activities pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements, as well as national qualifications formulation and referencing; 3. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 4. Assists in the implementation, monitoring and evaluation of Continuing Professional Development (CPD) programs in the regions and in the pre-evaluation of applications for accreditation of CPD providers, speakers, and programs, including self-directed learning; 5. Assists in the processing of application for accreditation of professional organizations, firms/corporations and partnerships for the practice of professions, accreditation of training programs and institutions, accreditation of specialty societies and organizations in the regions, and of petition for Change of Status, Change of Date of Birth, and Change/Correction of Name; 6. Assists in the conduct of career advocacy and other regulatory programs in the region; and 7. Performs other related functions.

3	Professional Regulations Officer I	PRC-DOLEB-PREGO1-54-2017	11	Php20,754.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	Region XI (Licensure and Registration Division-Registration Section)	<ol style="list-style-type: none"> 1. Assists in pre-evaluating applications for registration of professionals (local and foreign) pursuant to mutual recognition agreements, reciprocity agreements and other trade in services agreements affecting professionals, and for Special Temporary Permits based on the six (6) categories; 2. Assists in processing applications for initial registration of professionals, including registration without examination, prints and issues Professional Identification Card (PIC) and Certificate of Registration (CoR) upon approval by the Board and the Commission, and prepares reports on printed and issued PIC and CoR; 3. Assists in processing applications for conversion of professionals and re-issuance of PIC and CoR; 4. Assists in processing applications for renewal of PIC, prints and issues the same if approved, and prepares reports thereon; 5. Assists in processing the authentication of documents (e.g., PIC, CoR, etc.) issued by the Commission; 6. Assists in the processing and issuance of Certificates of Good Standing, Negative/Positive Certification, and other certifications; 7. Assists in processing applications for change of status, change of name, change of date of birth, and other corrections, and transmits updates to the central registry and official database of professionals; 8. Assists in the conduct of mass oath-takings; and 9. 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 17-October-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:

ROSARIO R. BRILLANTES
 HRMO Designate
 Calamansi Street Corner 1st Street, Juna Subdivision, Matina,
 Davao City
prc.davao@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.