

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:

ARJAY R. ROSALES
HRMO

Date: December 22, 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	Director III	PRC-DOLEB-DIR3 46-2017	27	Php126,267.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/manag ement learning and development intervention	5 years of supervisory/manag ement experience	Career Service Professional/Secon d Level eligibility	N/A	Regional Office IV-B	<ol style="list-style-type: none"> 1. Plans, coordinates, directs, controls, and supervises regional office operations and performance of organizational units under the Regional Director, including satellite/off-site service centers; 2. Implements policies, plans, programs, rules, and regulations of the Commission; 3. Supervises the conduct of hearings and investigation of legal cases against erring professionals, examinees violating examination instructions and deputized examination personnel, conciliation and mediation proceedings, and investigation and filing of criminal cases against illegal practitioners; 4. Implements activities related to Regional Coordinating Council (RCC) and other inter-agency convergence programs (e.g., career advocacy, labor market information system, social protection, Public Employment Service Office (PESO), etc.); 5. Recommends for appointment personnel to positions in the first level, casual, contractual and job order employees, and exercises disciplinary actions over them in accordance with the Civil Service Law; 6. Approves claims for benefits under existing laws, sick, vacation and maternity leaves of absence with or without pay for a period not beyond one year, and requests for overtime services; 7. Approves attendance of personnel in conferences, seminars and non-degree training programs within the region, and issues travel orders authorizing employees to travel on official business within the region for a period not exceeding thirty days; 8. Promotes coordination among the regional offices, and establishes and maintains linkages with the local government units and non-government institutions within the area of jurisdiction; 9. Prepares and submits budget proposals for the region to the Central Office, administers the budget control machinery of the regional office, authorizes disbursement of funds pursuant to its approved financial and work programs, including annual budget proposal, regional action plan, work and financial plan, and project procurement management plan; 10. Approves disbursement vouchers (DVs) within the authorized budget allocation for the region and liquidation reports for cash advances; 11. Approves requisition for supplies, materials and equipment, as well as books and periodicals, and other items for the regional office, in accordance with the approved project procurement management plan and annual procurement plan; 12. Negotiates and enters into contracts for services or furnishing supplies, materials and equipment for the regional office involving amounts within the limits authorized by law and the Commission; 13. Recommends to the Commission matters relative to regional office operations and apprise the same on the regional office's financial condition; 14. Conducts individual oath taking; and 15. Performs other duties and functions as may be provided by law or further delegated by the head of agency or other proper authorities concerned.
2	Director III	PRC-DOLEB-DIR3 40-2017	27	Php126,267.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/manag ement learning and development intervention	5 years of supervisory/manag ement experience	Career Service Professional/Secon d Level eligibility	N/A	Regional Office IX	<ol style="list-style-type: none"> 1. Plans, coordinates, directs, controls, and supervises regional office operations and performance of organizational units under the Regional Director, including satellite/off-site service centers; 2. Implements policies, plans, programs, rules, and regulations of the Commission; 3. Supervises the conduct of hearings and investigation of legal cases against erring professionals, examinees violating examination instructions and deputized examination personnel, conciliation and mediation proceedings, and investigation and filing of criminal cases against illegal practitioners; 4. Implements activities related to Regional Coordinating Council (RCC) and other inter-agency convergence programs (e.g., career advocacy, labor market information system, social protection, Public Employment Service Office (PESO), etc.); 5. Recommends for appointment personnel to positions in the first level, casual, contractual and job order employees, and exercises disciplinary actions over them in accordance with the Civil Service Law; 6. Approves claims for benefits under existing laws, sick, vacation and maternity leaves of absence with or without pay for a period not beyond one year, and requests for overtime services; 7. Approves attendance of personnel in conferences, seminars and non-degree training programs within the region, and issues travel orders authorizing employees to travel on official business within the region for a period not exceeding thirty days; 8. Promotes coordination among the regional offices, and establishes and maintains linkages with the local government units and non-government institutions within the area of jurisdiction; 9. Prepares and submits budget proposals for the region to the Central Office, administers the budget control machinery of the regional office, authorizes disbursement of funds pursuant to its approved financial and work programs, including annual budget proposal, regional action plan, work and financial plan, and project procurement management plan; 10. Approves disbursement vouchers (DVs) within the authorized budget allocation for the region and liquidation reports for cash advances; 11. Approves requisition for supplies, materials and equipment, as well as books and periodicals, and other items for the regional office, in accordance with the approved project procurement management plan and annual procurement plan; 12. Negotiates and enters into contracts for services or furnishing supplies, materials and equipment for the regional office involving amounts within the limits authorized by law and the Commission; 13. Recommends to the Commission matters relative to regional office operations and apprise the same on the regional office's financial condition; 14. Conducts individual oath taking; and 15. Performs other duties and functions as may be provided by law or further delegated by the head of agency or other proper authorities concerned.

3	Director III	PRC-DOLEB-DIR3-45-2017	27	Php126,267.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service Professional/Second Level eligibility	N/A	Regional Office XII	<ol style="list-style-type: none"> 1. Plans, coordinates, directs, controls, and supervises regional office operations and performance of organizational units under the Regional Director, including satellite/off-site service centers; 2. Implements policies, plans, programs, rules, and regulations of the Commission; 3. Supervises the conduct of hearings and investigation of legal cases against erring professionals, examinees violating examination instructions and deputized examination personnel, conciliation and mediation proceedings, and investigation and filing of criminal cases against illegal practitioners; 4. Implements activities related to Regional Coordinating Council (RCC) and other inter-agency convergence programs (e.g., career advocacy, labor market information system, social protection, Public Employment Service Office (PESO), etc.); 5. Recommends for appointment personnel to positions in the first level, casual, contractual and job order employees, and exercises disciplinary actions over them in accordance with the Civil Service Law; 6. Approves claims for benefits under existing laws, sick, vacation and maternity leaves of absence with or without pay for a period not beyond one year, and requests for overtime services; 7. Approves attendance of personnel in conferences, seminars and non-degree training programs within the region, and issues travel orders authorizing employees to travel on official business within the region for a period not exceeding thirty days; 8. Promotes coordination among the regional offices, and establishes and maintains linkages with the local government units and non-government institutions within the area of jurisdiction; 9. Prepares and submits budget proposals for the region to the Central Office, administers the budget control machinery of the regional office, authorizes disbursement of funds pursuant to its approved financial and work programs, including annual budget proposal, regional action plan, work and financial plan, and project procurement management plan; 10. Approves disbursement vouchers (DVs) within the authorized budget allocation for the region and liquidation reports for cash advances; 11. Approves requisition for supplies, materials and equipment, as well as books and periodicals, and other items for the regional office, in accordance with the approved project procurement management plan and annual procurement plan; 12. Negotiates and enters into contracts for services or furnishing supplies, materials and equipment for the regional office involving amounts within the limits authorized by law and the Commission; 13. Recommends to the Commission matters relative to regional office operations and apprise the same on the regional office's financial condition; 14. Conducts individual oath taking; and 15. Performs other duties and functions as may be provided by law or further delegated by the head of agency or other proper authorities concerned.
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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 January 21, 2022.

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
5. Photocopy of Transcript of Records;
6. Certificates of Relevant Trainings and Seminars attended;
7. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
8. 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;
9. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
10. NBI clearance;
11. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
12. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
13. Medical Declaration Form (can be downloaded at PRC website)

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
recruitment@prc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.