

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 11, 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-ADAS1-52-2008	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 VI (Office of the Director)	<ol style="list-style-type: none"> 1. Receives calls and guests for the Regional Director; 2. Receives and logs personal and routed letters for the Regional Director and forwards the same for information; 3. Receives and organizes all papers for action of the Regional Director; 4. Schedules and keeps a record of the Regional Director's appointments; 5. Types and encodes communication letters, periodic reports, and other documents for submission to PRC-CO, 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.
2	Professional Regulations Officer I	PRC-DOLEB-PREGO1-66-2017	11	Php20,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Region VI (Licensure and Registration Division-Application Section)	<ol style="list-style-type: none"> 1. Assists in the receiving and processing of applications for examination; 2. Reviews, screens, and evaluates completeness of applications for examination received, and prints and issues the Notice of Admission; 3. Prepares letters of communication on matters relating to Application Section; 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; 5. Prepares requests and transmits to other Regional Offices PERRCs and other pertinent documents; 6. Provides assistance in the endorsing of list of examinees, room assignment, and PERRCs to Examination Section; 7. Assists in monitoring/evaluating records for inventory and disposal; and 8. Performs other related functions.
3	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-76-2017	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 VI (Licensure and Registration Division-Registration Section)	<ol style="list-style-type: none"> 1. Assists in planning, directing, and controlling 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; 2. Approves/signs Certificates of Good Standing, authentications, and petitions for correction of entries; 3. Processes registration without exam and application for conversion of professional license; 4. Reviews/verifies petitions for correction of entries; 5. Drafts reports and documents submitted to the Regional Director and other oversight government agencies in the region; 6. Represents the office in court hearings in response to subpoena duces tecum; 7. Assists in monitoring and evaluating the implementation of registration policies and programs, and recommends policies and programs to improve regional operations; 8. Assists in reviewing the performance ratings of supervisors and employees in his section; and 9. Performs other related functions.

4	Administrative Officer V (HRMO III)	PRC-DOLEB-ADOF5-71-2017	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		Region VI (Finance and Administrative Division)	<ol style="list-style-type: none"> 1. Provides services related to personnel administration (e.g., recruitment and deployment, payroll management, personnel records maintenance and updating, leave administration, employee welfare, grievance system, administrative discipline), training, and other HRD services including performance management systems; 2. Acts as Secretariat to the Regional Selection and Promotion Board and other regional HRD-related committees; 3. Assists in the planning and implementation of GAD related training program and projects in the Region; 4. Prepares Travel Orders, Special Orders, Memoranda and other HR-related issuances; 5. Liaises with government entities on personnel-related matters; 6. Coordinates, implements, and evaluates human resource management/development programs; and 7. 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 04-09-19.

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;
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:

ROMEL B. BALISANG
 Supervising Administrative Officer
 2nd Floor N.B. Building, Lopez Jaena St., Jaro, Iloilo City
prc.ililo3@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.