


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: January 10, 2023

| 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 I | PRC-DOLEB-PREGO1-61-2008 | 11 | Php25,439.00 | Bachelor's Degree | None Required | None Required | Career Service (Professional) Second Level Eligibility | N/A | Cordillera Administrative Region (Regulations Division) | 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, and 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. |
| 2 | Supervising Professional Regulations Officer | PRC-DOLEB-SVPREGO-99-2017 | 22 | Php69,963.00 | Bachelor's Degree | Sixteen (16) hours of relevant training | Three (3) years of relevant experience | Career Service (Professional) Second Level Eligibility | N/A | Cordillera Administrative Region (Licensure and Registration Division-Application Section) | 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; 2. Assists in recommending plans, policies, programs, guidelines, and standards relative to the function of the office; 3. Supervises the processing and issuance of applications for licensure examinations; 4. Provides feedbacks for applicants with discrepancies, and conditionally approves applications; 5. Provides assistance in establishing and maintaining linkages with other government agencies and non-government and private institutions; 6. Supervises the endorsement of list of examinees, room assignment, and PERRC to the Examination Section; 7. Supervises the posting of the list of room assignments; 8. Reviews communication letters and monthly reports of the Application Section; 9. Reviews records for disposal; 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 11. Performs other related functions. |
| 3 | Administrative Officer V (Supply Officer III) | PRC-DOLEB-ADOF5-86-2017 | 18 | Php45,203.00 | Bachelor's Degree | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) Second Level Eligibility | N/A | Cordillera Administrative Region (Finance and Administrative Division) | 1. Provides procurement and supply and property management services, including the preparation of the Regional Project Procurement and Management Plan (PPMP); 2. Acts as member of the Secretariat to the Regional Bids and Awards Committee and the Inventory and Disposal Committee in the disposal of unserviceable equipment and properties; 3. Provides general services, including building/facilities administration and maintenance; 4. Coordinates and provides transportation requirements of licensure examination and regulatory functions in the region; 5. Prepares necessary documents/attachments related to the procurement of office supplies/materials and equipment, and for repairs and maintenance of office vehicles; 6. Coordinates the annual inventory of office equipment/properties and monthly inventory of office supplies and materials, and submits corresponding reports; 7. Checks deliveries of office supplies/materials and equipment, and stores and issues the same to concerned offices upon receipt of request; 8. Maintains individual records of all purchased supplies, materials, and equipment, and issues accountability receipts to individual employees; 9. Processes necessary documents relative to the renewal of Insurance Registration/License and process claims; and 10. 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 February 9, 2023.

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached Work Experience Sheet 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;
- 5. Certificates of Relevant Trainings and Seminars attended;
- 6. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division
(Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Information Technology Officer III positions);
- 7. 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;
(Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Supervising Administrative Officer, Supervising Professional Regulations Officer, Information Technology Officer III positions);
- 8. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
- 9. NBI clearance; **(for private employees)**
- 10. NBI, CSC, Ombudsman, Sandiganbayan Clearances **(for government employees)**;
- 11. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer **(for private employees)** ; and
- 12. Medical Declaration Form **(can be downloaded at PRC website)**

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JALILA M. PACADA

Administrative Officer V (HRMO III)

Pine Lake View Building, No. 09 Otek Street, corner Benjamin R. Salvosa Drive, Brgy. Rizal Monument, Baguio City, 2600

car.hrd@prc.gov.ph OR
prcregionalapplications@gmail.com

PUBLICATION #1

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.