

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	Accountant II	PRC-DOLEB-A2-33-2016	16	Php38,150.00	Bachelor's degree in Commerce/Business Administration major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Accounting Division)	1. Prepares the trial balance, financial statements, and other financial reports; 2. Prepares Journal Entry Vouchers (JEVs); 3. Verifies and checks the completeness and validity of supporting documents and availability of cash in the pre-audit of Disbursement Vouchers (DVs); 4. Prepares Withholding Tax Certificates for payments to creditors and BIR reports; 5. Reviews Remittance Reports for government mandatory deductions; 6. Reviews Bank Reconciliation Reports; 7. Analyzes and reconciles account balances; 8. Prepares the annual cash program of the Commission; 9. Monitors the utilization of Notice of Cash Allocation (NCA); and 10. Performs other related functions.
2	Professional Regulations Officer II	PRC-DOLEB-PREGO2-28-2016	13	Php29,798.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Accreditation and Compliance Division)	1. Evaluates applications for accreditation of the professional organizations, firms/partnerships/corporations allowed to practice the regulated profession, training programs and institutions, and specialty societies and organizations; 2. Drafts resolutions approving the application for accreditation of the professional organizations, firms/partnerships/corporations allowed to practice the regulated profession, training programs and institutions, and specialty societies and organizations; 3. Drafts the proposed Schedule of Inspection and Monitoring of PRBs; 4. Drafts/prepares the Request for Authority to Conduct Inspection and Monitoring (RACIM) and Travel Order; 5. Prepares the necessary documents of the Professional Regulatory Boards (PRBs) for the conduct of inspection and monitoring; 6. Accompanies the PRBs in the conduct of the inspection and monitoring of higher educational institutions or establishments, as assigned; 7. Compiles documents relative to the activities of the division; and 8. Performs other related functions.
3	Security Guard III	PRC-DOLEB-SECG3-49-2008	8	Php18,998.00	High School Graduate	Four (4) hours of relevant training	One (1) year of relevant experience	Security Guard License (MC 11, s.-Cat. II)	N/A	Central Office (Administrative Service)	1. Assists the head of PRC Security Force in directing and supervising the activities of the custodial force of the Commission; 2. Exercises supervision over the PRC Security guards, as well as private security guards, and other details from the Metropolitan Police Command; 3. Implements and executes orders and instructions issued by the head of security units and the administrative officer; 4. Prepares schedules of duties of the guards for approval of the security and administrative officers; 5. Assigns guards and details for various activities of the Commission, such as during seminars, conventions, and other programs, whether held inside or in other venues outside of the Commission premises; 6. Conducts preliminary investigation of serious violations of office rules and regulations; 7. Acts as officer-in-charge of the security unit in the absence of the head; 8. Reports on guarding activities of all security guards; and 9. Performs other related functions.
4	Administrative Officer II	PRC-DOLEB-ADOF2-40-2008	11	Php25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Budget and Management Division)	1. Assists in the preparation, reproduction, and formulation of the annual supplement and special budgets; 2. Gathers information and statistical data required in the annual budget preparation and fills up appropriate budget forms; 3. Examines items on proposed expenditures and assists in controlling allocation of funds; 4. Assists in coordinating with services, regional offices, and counterpart units relative to the submission of financial reports, requests for allotments, and budget proposals; 5. Prepares periodic and required reports by agency officials and other government offices; 6. Processes various claims; and 7. Performs other related functions.

5	Administrative Aide IV	PRC-DOLEB-ADA4-50-2008	4	Php14,993.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Budget and Management Division)	<ol style="list-style-type: none"> 1. Performs preliminary examination of claims submitted for funding; 2. Assists in the preparation of annual budget estimates and other related budgetary reports; 3. Performs administrative duties, such as attendance monitoring, requisition of supplies, and other related functions as may be required; 4. Acts as records custodian of financial reports and other related documents; 5. Gathers and compiles monthly reports of the different services, divisions, and units of the Commission; and 6. Performs other related functions.
6	Administrative Aide IV	PRC-DOLEB-ADA4-49-2008	4	Php14,993.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Budget and Management Division)	<ol style="list-style-type: none"> 1. Performs preliminary examination of claims submitted for funding; 2. Assists in the preparation of annual budget estimates and other related budgetary reports; 3. Performs administrative duties, such as attendance monitoring, requisition of supplies, and other related functions as may be required; 4. Acts as records custodian of financial reports and other related documents; 5. Gathers and compiles monthly reports of the different services, divisions, and units of the Commission; and 6. Performs other related functions.
7	Attorney IV	PRC-DOLEB-ATY4-18-2016	23	Php78,455.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	Central Office (Commission Secretariat)	<ol style="list-style-type: none"> 1. Assists the unit head in supervising and ensuring the prompt disposition of appealed cases; 2. Reviews, evaluates, and makes recommendations on cases brought on appeal; 3. Reviews draft decisions before submission to the Commission for signature; 4. Prepares draft decisions, orders, and other legal communications; 5. Acts as legal representative/counsel of the Commission in all cases brought before the Appellate Courts, in coordination with the Office of the Solicitor General and the Department of Justice; 6. Executes the decisions and orders of the Commission in appealed cases; and 7. Performs other related functions.
8	Administrative Assistant II	PRC-DOLEB-ADAS2-26-2016	8	Php18,998.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Commission Secretariat)	<ol style="list-style-type: none"> 1. Provides media coverage of official activities of the Commission; 2. Conducts research for the materials to be used in the preparation of press releases, and/or articles; 3. Assists in the preparation of materials for the audio/visual presentations of the Commission; 4. Assists in the drafting of news articles, press releases, and publications for dissemination and posting in the Commission's official website; 5. Handles the management and safekeeping of all unit documents and equipment; 6. Assists in the conduct of media interview, TV appearance, and radio guesting; and Performs other related functions.
9	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-23-2016	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	Central Office (Continuing Professional Development Division)	<ol style="list-style-type: none"> 1. Assists the division chief in the performance of his/her functions and acts as deputy chief in his/her absence; 2. Supervises the activities of the unit heads in the performance of their functions; 3. Monitors the performance of operating units in terms of targets set and accomplishments; 4. Reviews and recommends to the division chief the approval of the draft CPD policies and programs; 5. Conducts the monitoring and post evaluation of the approved applications for accreditation as CPD Providers and CPD programs, including application for CPD credit unit/s under self directed or lifelong learning; and 6. Performs other related functions.
10	Professional Regulations Officer II	PRC-DOLEB-PREGO2-45-2008	13	Php29,798.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Continuing Professional Development Division)	<ol style="list-style-type: none"> 1. Prepares requisite communications and documents for and coordinates meetings for the assigned CPD Councils; 2. Prepares the draft CPD Councils' resolution; 3. Attends meetings of the assigned CPD Councils; 4. Monitors the accredited CPD programs, as assigned; 5. Handles the custody and maintenance of the documents relative to the CPD activities; 6. Maintains records of accredited CPD providers, accredited CPD programs, and accreditation under self-directed and/or lifelong learnings; 7. Prepares the necessary documents for the induction of the newly appointed CPD Councils; 8. Prepares the periodic reports of the assigned CPD Councils; 9. Assists in the oath taking ceremony of the newly appointed CPD Councils; Performs other related functions.
11	Professional Regulations Officer II	PRC-DOLEB-PREGO2-54-2008	13	Php29,798.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Continuing Professional Development Division)	<ol style="list-style-type: none"> 1. Prepares requisite communications and documents for and coordinates meetings for the assigned CPD Councils; 2. Prepares the draft CPD Councils' resolution; 3. Attends meetings of the assigned CPD Councils; 4. Monitors the accredited CPD programs, as assigned; 5. Handles the custody and maintenance of the documents relative to the CPD activities; 6. Maintains records of accredited CPD providers, accredited CPD programs, and accreditation under self-directed and/or lifelong learnings; 7. Prepares the necessary documents for the induction of the newly appointed CPD Councils; 8. Prepares the periodic reports of the assigned CPD Councils; 9. Assists in the oath taking ceremony of the newly appointed CPD Councils; Performs other related functions.

12	Professional Regulations Officer II	PRC-DOLEB-PREGO2-53-2008	13	Php29,798.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Continuing Professional Development Division)	<ol style="list-style-type: none"> 1. Prepares requisite communications and documents for and coordinates meetings for the assigned CPD Councils; 2. Prepares the draft CPD Councils' resolution; 3. Attends meetings of the assigned CPD Councils; 4. Monitors the accredited CPD programs, as assigned; 5. Handles the custody and maintenance of the documents relative to the CPD activities; 6. Maintains records of accredited CPD providers, accredited CPD programs, and accreditation under self-directed and/or lifelong learnings; 7. Prepares the necessary documents for the induction of the newly appointed CPD Councils; 8. Prepares the periodic reports of the assigned CPD Councils; 9. Assists in the oath taking ceremony of the newly appointed CPD Councils; Performs other related functions.
13	Information Technology Officer III	PRC-DOLEB-ITO3-37-2016	24	Php88,410.00	Master's Degree or Certificate of Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Database Management and Systems Division)	<ol style="list-style-type: none"> 1. Assists the Director of the Information and Communications Technology Service (ICT Service) in the development and implementation of the Commission's Information Systems Strategic Plan (ISSP); 2. Oversees the data analysis and design, and the database management, implementation, monitoring, administration, tuning, performance, utilization, and standardization; 3. Manages new initiatives and the continuing development and maintenance of various relational databases of the Commission; 4. Supervises the updating of the official Commission databases of professionals; 5. Supervises any database migration project; 6. Recommends policies and guidelines on database management (i.e. users level hierarchy, access controls, and other related database policies); 7. Supervises the preparation and monitors the implementation of programs, projects, and annual work, financial, and other plans of the division; 8. Plans, supervises, evaluates, and reviews the work and performance of the division staff; 9. Reviews the physical accomplishment and narrative accomplishment reports of the division; and 10. Performs other related functions.
14	Administrative Aide IV	PRC-DOLEB-ADA4-43-2008	4	Php14,993.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (General Services Division)	<ol style="list-style-type: none"> 1. Assembles, installs, tests, monitors, inspects/diagnoses, maintains, and/or repairs electrical/electronic wiring, equipment, appliances, apparatus, and fixtures, in accordance with relevant codes/guidelines; 2. Designs, builds/assembles, installs, inspects, maintains, and/or repairs structures, fixtures, furniture, and other items used within the Commission premises; 3. Installs, inspects, maintains, or repairs/replaces the plumbing system and its components (i.e., urinals, faucets, sinks, etc.); 4. Plans layout and installation of electrical wiring, equipment, and fixtures, based on job specifications and local codes; 5. Studies specifications in blueprints, sketches, and/or building plans for the preparation of the project layout and plan; 6. Directs and trains workers/laborers/helpers to build/install, maintain, or repair systems, equipment, and/or fixtures; 7. Performs other related functions.
15	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-26-2016	19	Php49,835.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (International Development Division)	<ol style="list-style-type: none"> 1. Reviews the consultative plan for submission to the Chief PRO; 2. Assists in overseeing the preparations and general conduct of consultations/meetings; 3. Reviews draft questionnaires and prepares other materials such as briefing notes, executive summary, brochures, etc. needed for the consultation or meeting; 4. Reviews and endorses to the division chief the identified people/entities to be considered as stakeholders for consultations/ meetings; 5. Reviews and analyzes the output from the consultation or meeting and prepares the initial report thereon; 6. Analyzes, evaluates, and interprets data gathered and prepares initial study report and/or global market information thereon; 7. Analyzes the developments and monitors foreign countries' compliance with commitment/deliverables under existing international agreements/cooperations, including trade in services policy strategies, directions, and developments in international trade in services agreements, and the like; 8. Reviews draft periodic accomplishment reports, for approval of the division chief; 9. Reviews and endorses to the division chief the recommended plan of activities of the division; and 10. Performs other related functions.

16	Attorney III	PRC-DOLEB-ATY3-21-2016	21	Php62,449.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Hearing and Investigation Division)	<ol style="list-style-type: none"> 1. Conducts hearings of administrative cases; 2. Assists in advising the Commission, its officials, and the PRBs on investigation and hearing matters, as well as on legal and technical matters relative to department/Commission policies and procedures; 3. Reviews draft rulings, decisions, and other legal correspondence; 4. Assists in monitoring the status of administrative and conciliation-mediation cases filed before the PRBs; 5. Assists in recording and monitoring the status of all cases filed in regular courts by and against the Commission and PRBs; 6. Assists in supervising the verification of status of cases and the updating of the database on the status of all pending cases; 7. Reviews the certification and/or clearance regarding the status of individual professionals; 8. Assists in supervising the docketing and records functions; and 9. Performs other related functions.
17	Attorney III	PRC-DOLEB-ATY3-33-2008	21	Php62,449.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Hearing and Investigation Division)	<ol style="list-style-type: none"> 1. Conducts hearings of administrative cases; 2. Assists in advising the Commission, its officials, and the PRBs on investigation and hearing matters, as well as on legal and technical matters relative to department/Commission policies and procedures; 3. Reviews draft rulings, decisions, and other legal correspondence; 4. Assists in monitoring the status of administrative and conciliation-mediation cases filed before the PRBs; 5. Assists in recording and monitoring the status of all cases filed in regular courts by and against the Commission and PRBs; 6. Assists in supervising the verification of status of cases and the updating of the database on the status of all pending cases; 7. Reviews the certification and/or clearance regarding the status of individual professionals; 8. Assists in supervising the docketing and records functions; and 9. Performs other related functions.
18	Legal Assistant I	PRC-DOLEB-LEA1-22-2016	10	Php22,190.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Hearing and Investigation Division)	<ol style="list-style-type: none"> 1. Drafts rulings, decisions, and other legal correspondence; 2. Assists the division attorneys on investigation and hearing matters; 3. Conducts legal research on all legal issues and cases referred to the division; 4. Handles the verification of the status of cases and the updating of the database on the status of all pending cases; and 5. Performs other related functions.
19	Administrative Assistant II	PRC-DOLEB-ADAS2-50-2017	8	Php18,998.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (International Affairs Office)	<ol style="list-style-type: none"> 1. Acts as secretary of the Director; 2. Manages the calendar of activities of the Director; 3. Compiles and manages documents/files of the Office of the Director; 4. Receives and logs incoming documents; 5. Releases and logs outgoing documents, including actions taken there of; 6. Conduct liaison activities for the Office; 7. Takes care of the administrative and secretariat concerns of meetings called by the Director; and 8. Performs other related functions.
20	Legal Assistant I	PRC-DOLEB-LEA1-28-2016	10	Php22,190.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Legal Research and Opinion Division)	<ol style="list-style-type: none"> 1. Assists the division attorneys in drafting legal research and opinions, contracts and agreements, and other legal issues/inquiries and concerns; 2. Undertakes assessment of citizenship qualifications of applicants, as necessary, for the licensure examinations and renders legal advice in relation thereto; 3. Drafts/prepares and finalizes recommendations pertaining to petitions for correction of name and/or date of birth; 4. Assists in coordinating with hearing officers regarding the requested legal research and opinions; and 5. Performs other related functions.

21	Information Technology Officer III	PRC-DOLEB-ITO3-38-2016	24	Php88,410.00	Master's Degree or Certificate of Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Network Infrastructure and Information Security Division)	<ol style="list-style-type: none"> 1. Assists the Director of the Information and Communications Technology Service (ICT Service) in the development and implementation of the Commission's Information Systems Strategic Plan (ISSP); 2. Supervises the development/adoption, implementation, and maintenance of applicable information systems and new information, and communication technologies; 3. Prepares, plans, and recommends policies, standard procedures, and designs for network and security, and disaster management plan; 4. Develops and monitors security plans to ensure data integrity, authentication, recovery, and continuity of operations, including access controls, disaster recovery plans, and contingency plans as a Business Continuity Plan; 5. Develops and supervises the conduct of capacity planning activities regarding network maintenance, IT security awareness, and disaster and recovery for PRC Offices; 6. Maintains system documentation and configuration data, for regulatory and audit purposes; 7. Reviews the Term of Reference (TOR) for the procurement of IT equipment; 8. Supervises the preparation and implementation of programs, projects, and annual work and financial plans of the division; 9. Plans, supervises, evaluates, and reviews the work and performance of the division staff; 10. Reviews the physical accomplishment and narrative accomplishment reports of the division; and 11. Performs other related functions.
22	Computer Maintenance Technologist II	PRC-DOLEB-CTMT2-37-2016	15	Php35,097.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Network Infrastructure and Information Security Division)	<ol style="list-style-type: none"> 1. Troubleshoots, repairs, maintains, installs, and performs testing activities on various computer equipment, peripherals, data communication, and computer network systems; 2. Conducts and performs preventive maintenance and troubleshooting; 3. Assists in evaluating computer and IT equipment for disposal; 4. Assembles, installs, configures, and tests computer equipment or unit; 5. Installs and configures software application systems; 6. Assists in the implementation of plans, programs, and projects of the division; 7. Prepares materials/documentations for and assists in the conduct of capacity planning activities on network maintenance, IT security awareness, and disaster and recovery for the Central and Regional Offices; 8. Performs preventive maintenance for computer, data communication and/or peripheral equipment, and tests, and adjusts to appropriate standards; and 9. Performs other related functions.
23	Administrative Assistant I	PRC-DOLEB-ADAS1-21-2008	7	Php17,899.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Office of the Chairman)	<ol style="list-style-type: none"> 1. Records and releases incoming and outgoing correspondence; 2. Requisitions office supplies and materials needed by the office; and 3. Performs other related functions.
24	Administrative Aide IV	PRC-DOLEB-ADA4-28-2008	4	Php14,993.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Office of the Chairman)	<ol style="list-style-type: none"> 1. Receives and records incoming and outgoing correspondence and distributes them to the official concerned; 2. Composed correspondence as directed; 3. Does typing work; 4. Follows up correspondence which have not been acted upon for some time; 5. Performs other related functions.
25	Professional Regulations Officer III	PRC-DOLEB-PREGO3-25-2016	16	Php38,150.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Licensure Division)	<ol style="list-style-type: none"> 1. Prepares the drafts of the program of schedule of the licensure examination; 2. Assists in the preparation/drafting of the annual Master Schedule of Target Dates of Activities for Licensure Examinations and the Peer Review and Item Analysis Calendar, in consultation with the Professional Regulatory Boards and operating units; 3. Drafts plans, policies and programs, and guidelines relative to the application for and conduct of licensure examinations, for recommending approval of the Chief PRO; 4. Prepares the assignments of personnel to be assigned in the conduct of licensure examinations; 5. Reviews the Consolidated Reports, for signature of the Chief PRO of Licensure Division; 6. Monitors and evaluates activities relative to the application for and conduct of examination; and 7. Performs other related functions.

26	Planning Officer II	PRC-DOLEB-PLO2-34-2016	15	Php35,097.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Planning Division)	<ol style="list-style-type: none"> 1. Provides technical assistance to Commission Offices in the preparation of programs and projects; 2. Consolidates and prepares periodic monitoring and evaluation reports regarding performance or status of the projects of the Commission; 3. Coordinates with the Professional Regulatory Boards and the Commission Offices in the preparation of reports on project development studies 4. Assists in the planning and formulation of project development studies 5. Maintains files and/or technical data to facilitate the preparation of reports and studies by the senior staff; 6. Gathers and verifies all necessary data and information; 7. Conducts follow-ups regarding the implementation and status of programs and projects of the various Central and Regional Offices; 8. Assists in the preparation of the work program and budget of the division; and 9. Performs other related functions.
27	Board Secretary III	PRC-DOLEB-BS3-1-2016	20	Php55,799.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (PRB Secretariat Division)	<ol style="list-style-type: none"> 1. Assists in the implementation and coordination of the operations and activities of the different clusters in the PRB Secretariat; 2. Oversees the individual performance and accomplishments of the board secretaries under their respective clusters; 3. Handles/coordinates/organizes the different activities and documents of assigned PRB cluster/s; 4. Reviews resolutions, memoranda, notices, letters, endorsements, and other correspondence of the PRBs; 5. Attends and coordinates/assists in, as needed, board and inter-office meetings; 6. Reviews applications for registration without examination, accreditation of professional partnerships and corporations, requests for endorsements for registration with the Securities and Exchange Commission (SEC), issuance of Special Temporary Permits (STPs) to foreign professionals, et. al., for endorsement to the Chief PRO and/or Supervising PRO; 7. Assists in the conduct of the mass oath taking of new professionals and the orientation of new PRBs; 8. Coordinates the submission, verifies, collates, and consolidates reports of the board secretaries under assigned cluster/s; 9. Assists in the verification of Stateboard Forms for Filipino professionals overseas; and 10. Performs other related functions.
28	Board Secretary II	PRC-DOLEB-BS2-5-2016	17	Php41,508.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (PRB Secretariat Division)	<ol style="list-style-type: none"> 1. Assists the Board Secretaries III in ensuring the efficient and smooth operations within their respective clusters; 2. Handles/coordinates/organizes the different activities and documents of assigned PRBs; 3. Drafts resolutions, memoranda, notices, letters, endorsements, and other correspondence of the PRBs; 4. Attends and coordinates/assists in, as needed, board and inter-office meetings; 5. Reviews applications for registration without examination, accreditation of professional partnerships and corporations, requests for endorsements for registration with the Securities and Exchange Commission (SEC), issuance of Special Temporary Permits (STPs) to foreign professionals, et. al., for endorsement to the Board Secretary III; 6. Assists in the preparation for and conduct of the mass oath taking of new professionals and the orientation of new PRBs; 7. Drafts/prepares periodic accomplishment and other reports of the PRB Secretariat; 8. Assists in the verification of Stateboard Forms for Filipino professionals overseas; and 9. Performs other related functions.
29	Administrative Officer V	PRC-DOLEB-ADOF5-33-2008	18	Php45,203.00	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	N/A	Central Office (Procurement and Supply Division)	<ol style="list-style-type: none"> 1. Receives and records newly acquired equipment; 2. Receives return slips of unserviceable properties, updates inventory systems, and prepares the Inventory and Inspection Report of Unserviceable Property (IIRUP), appraisal report, and all documentary requirements relative to the disposal of unserviceable properties; 3. Receives, validates, and records official receipts of procured semi-expendable properties; 4. Prepares the Physical Inventory Report of serviceable plant, property, and equipment application for GSIS Insurance of the PRC building and its contents, including motor vehicles; 5. Conducts the semi-annual physical inventory count of semi-expendable assets in the different Commission offices and prepares report thereon; 6. Receives and checks the Report of Waste Materials; 7. Prepares the annual Physical Inventory Report of Serviceable Plant, Property, and Equipment for submission to the Commission on Audit and Accounting Division; 8. Maintains and updates the inventory system of serviceable plant, property, and equipment; and 9. Performs other related functions.

30	Administrative Aide V	PRC-DOLEB-ADA5-40-2008	5	Php15,909.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Procurement and Supply Division)	<div>1. Receives approved Requisition and Issuance Slips for office supplies, materials, and accountable forms requested by various Commission offices;</div> <div>2. Delivers outgoing documents to authorized signatories and concerned offices, divisions, and sections for appropriate action;</div> <div>3. Prepares the requested supplies and/or items and accountable forms;</div> <div>4. Maintains the record of Disbursement Vouchers with supporting documents of all suppliers/creditors and contractors;</div> <div>5. Monitors, disseminates, and files incoming approved Commission issuances;</div> <div>6. Assists in the inspection of the delivered supplies, materials, and accountable forms;</div> <div>7. Receives and monitors the delivery of drinking water supply, and maintains the records thereof;</div> <div>8. Drafts communications;</div> <div>9. Handles the organization of the delivered office supplies and materials in the stockroom/warehouse, as well as the maintenance of orderliness within; and</div> <div>10. Performs other related functions.</div>
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31	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-43-2008	19	Php49,835.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Professional Registry Division)	<ol style="list-style-type: none"> 1. Supervises the activities of the personnel assigned to the unit; 2. Maintains custody of the assigned confidential records or documents; 3. Examines the accuracy of the printed Certificates of Registration; 4. Monitors the registry of professionals (local and foreign); 5. Reviews plans, policies, programs, guidelines and standards relative to the registration of professionals (with and without examination), issuance of professional license/Certificate of Registration, renewal of Professional Identification Card, and authentication of professional documents; 6. Drafts the annual budget for Project Procurement Management Plan of the division; and 7. Performs other related functions.
32	Professional Regulations Assistant	PRC-DOLEB-PREGA-19-2016	8	Php18,998.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Central Office (Professional Registry Division)	<ol style="list-style-type: none"> 1. Prints the Certificates of Registration, as well as the amended and replacement/duplicates thereof; 2. Prepares the monthly preventive maintenance schedule of printing machines, for submission to ICTS; and 3. Performs other related functions.
33	Professional Regulations Assistant	PRC-DOLEB-PREGA-20-2016	8	Php18,998.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Central Office (Professional Registry Division)	<ol style="list-style-type: none"> 1. Prints the Certificates of Registration, as well as the amended and replacement/duplicates thereof; 2. Prepares the monthly preventive maintenance schedule of printing machines, for submission to ICTS; and 3. Performs other related functions.
34	Administrative Aide IV	PRC-DOLEB-ADA4-80-2008	4	Php14,993.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Professional Registry Division)	<ol style="list-style-type: none"> 1. Arranges and manages files, specifically the Permanent Examination Registration Record Cards (PERRCs) and Registry Sheets of the Professional Registry Division; 2. Monitors and ensures that the documents are in good condition; 3. Pulls-out PERRC for verification purposes; 4. Logs the incoming and outgoing of PERRCs; and 5. Performs other related functions.
35	Administrative Aide IV	PRC-DOLEB-ADA4-77-2008	4	Php14,993.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Professional Registry Division)	<ol style="list-style-type: none"> 1. Arranges and manages files, specifically the Permanent Examination Registration Record Cards (PERRCs) and Registry Sheets of the Professional Registry Division; 2. Monitors and ensures that the documents are in good condition; 3. Pulls-out PERRC for verification purposes; 4. Logs the incoming and outgoing of PERRCs; and 5. Performs other related functions.
36	Administrative Aide IV	PRC-DOLEB-ADA4-55-2008	4	Php14,993.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Professional Registry Division)	<ol style="list-style-type: none"> 1. Arranges and manages files, specifically the Permanent Examination Registration Record Cards (PERRCs) and Registry Sheets of the Professional Registry Division; 2. Monitors and ensures that the documents are in good condition; 3. Pulls-out PERRC for verification purposes; 4. Logs the incoming and outgoing of PERRCs; and 5. Performs other related functions.
37	Professional Regulations Officer I	PRC-DOLEB-PREGO1-54-2008	11	Php25,439.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Rating Division)	<ol style="list-style-type: none"> 1. Reads the answer and identification sheets of examinees through the Optical Mark Reader (OMR); 2. Provides technical assistance in the operation and maintenance of the hardware and software components of the systems being utilized by the division; 3. Accomplishes the timely printing of the reports on the ratings of all examinees after the release of examination results; 4. Conducts regular calibration of the OMR machines to ensure accuracy in the capturing of data; 5. Prepares periodic reports; 6. Rectifies performance of schools based on requests acted on and approved by the Research and Statistics Division; 7. Generates files needed by other offices of the Commission after the release of each examination; 8. Performs regular backup of system files after the release of examination results; and 9. Performs other related functions.

38	Professional Regulations Officer I	PRC-DOLEB-PREGO1-51-2008	11	Php25,439.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Rating Division)	1. Reads the answer and identification sheets of examinees through the Optical Mark Reader (OMR); 2. Provides technical assistance in the operation and maintenance of the hardware and software components of the systems being utilized by the division; 3. Accomplishes the timely printing of the reports on the ratings of all examinees after the release of examination results; 4. Conducts regular calibration of the OMR machines to ensure accuracy in the capturing of data; 5. Prepares periodic reports; 6. Rectifies performance of schools based on requests acted on and approved by the Research and Statistics Division; 7. Generates files needed by other offices of the Commission after the release of each examination; 8. Performs regular backup of system files after the release of examination results; and 9. Performs other related functions.
39	Statistician III	PRC-DOLEB-STAT3-24-2016	18	Php45,203.00	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	N/A	Central Office (Research and Statistics Division)	1. Assists in the conduct of research and studies of Commission offices/PRBs, which includes the formulation of conceptual schemes, design of research instruments, supervision of data collection, data processing, statistical analysis, and writing of reports; 2. Analyzes and interprets statistical data and compiles reports, charts, and tables based on established statistical methods; 3. Prepares statistical modeling and graphical analysis using computer and statistical software; 4. Provides technical support/assistance in the conduct of research and statistics consultation and workshop activities; 5. Conducts survey, processes data, and analyzes results; 6. Monitors the timely submission of administrative data of the concerned offices in the Commission; and 7. Performs other related functions.
40	Statistician I	PRC-DOLEB-STAT1-40-2008	11	Php25,439.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Research and Statistics Division)	1. Undertakes research and submits recommendations on the critical analysis of various reports and/or technical literature; 2. Maintains/evaluates records of technical literature and submits comments/recommendations thereon, as may be required; 3. Assists in gathering and interpreting the data collected and writing the required reports thereon; 4. Prepares forms or statistical work sheets and tables using appropriate office applications/software; 5. Computes simple statistical measures for tabulation; 6. Assists in the preparation of survey questionnaires and/or in the conduct of field interview to obtain statistical information; 7. Receives requests for statistics and other examination results-related information; and 8. Performs other related functions.

41	Legal Assistant I	PRC-DOLEB-LEA1-25-2016	10	Php22,190.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Special and Prosecution Division)	1. Assists the division Attorneys in all legal works/activities relative to the functions of the division; 2. Drafts formal charges against examinees and/or professionals, pleadings, letters, opinions/comments, and other correspondence; 3. Conducts legal research on all legal issues and cases forwarded to the division; 4. Verifies the status of cases and updates the database on the status of all pending cases; 5. Monitors all cases filed before the regular courts and quasi-judicial agencies which are pending for investigation and hearing; and 6. Performs other related functions.
42	Computer Programmer I	PRC-DOLEB-COMPRO1-59-2008	11	Php25,439.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Systems Development and Maintenance Division)	1. Develops, enhances, maintains, and updates information/application systems; 2. Provides technical support in the design, development, deployment, and implementation of outsourced systems; 3. Builds application systems based on technical design documents; 4. Designs program logic formulation; 5. Develops computer program specifications; 6. Integrates modules; 7. Provides end-users with assistance/training in using/implementing the information/application systems; and 8. Performs other related functions.
43	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-35-2008	24	Php88,410.00	Master's Degree or Certificate of Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Test Development Division)	1. Exercises direct supervision over the employees of the Rating Division; 2. Plans and implements the activities in the processing and releasing of examination results, in close coordination with the Professional Regulatory Boards (PRBs); 3. Supervises and monitors the strict implementation of the policies and guidelines in the correction and releasing of licensure examinations; 4. Reviews and recommends the approval of the Annual Master Schedule of Releases of Examination Results; 5. Reviews and submits periodic reports to the Commission on the over-all accomplishment of division operations; 6. Reviews and recommends the approval of resolutions, for signature of the PRBs, Secretary to the PRBs, and the Commission Proper; 7. Exercises direct supervision over the preparation of the alphabetical lists of the successful examinees, topnotchers, and performance of schools to prevent the leakage of advanced information relative thereto before the examination results are officially released; 8. Exercises direct supervision over the printing of the table of results and assumes responsibility for the correctness and accuracy of the data; 9. Rates employees periodically; 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)**

ANGELICA P. ALTOVEROS
Administrative Officer III
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prccentralvacancies2022@gmail.com

PUBLICATION # 1

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.