

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-ADAS1-40-2008	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 V (Licensure and Registration Division-Examination Section)	<ol style="list-style-type: none"> 1. Encodes administrative communications relative to the preparation for the conduct of licensure examinations; 2. Assists in the preparation of examination supplies and materials, as well as the required reports; 3. Assists in the disposal of used and unused examination test papers and booklets and other examination materials, and prepares the report of disposal; 4. Compiles and takes custody of the Personal Data Sheet and records of applicants for room watchers, floor supervisors, building supervisors, and supply officers and aides, as well as attendance supervisors; 5. Prepares room watchers' appointments, IDs, manuals, and other examination paraphernalia; 6. Assists in drafting communication letters for offices, establishments and agencies regarding the provision of uninterruptible power supply, and for PNP/NBI for security assistance during the conduct of activities related to licensure examinations; 7. Performs other related functions.
2	Administrative Assistant I	PRC-DOLEB-ADAS1-30-2008	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 V (Licensure and Registration Division-Registration Section)	<ol style="list-style-type: none"> 1. Assists in the preparation for and processing of registration of professionals (local and foreign) pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements affecting professionals; 2. Assists in pre-evaluating applications for Special Temporary Permits based on the six (6) categories; 3. 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 the printed and issued PICs and CoRs; 4. Assists in processing applications for conversion of professionals and for the re-issuance of PIC and CoR; 5. Assists in processing applications for renewal of PICs, prints and issues the same if approved, and prepares reports thereon; 6. Assists in processing the authentication of documents (e.g., PIC, CoR, etc.) issued by the Commission; 7. Assists in the processing and issuance of Certificates of Good Standing, Negative/Positive Certification, and other certifications; 8. 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; 9. Assists in the conduct of mass oath-takings; 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 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:

MARY CRIS D. GOYENA

Administrative Officer V (HRMO III)

Regional Office No. V, Regional Government Center
Site, Rawis, Legaspi City

prc.legazpicity@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.