

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	Attorney III	PRC-DOLEB-ATY3-62-2017	21	Php62,449.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Region IV-B (Office of the Director)	<ol style="list-style-type: none"><li>1. Serves as Conciliator-Mediator, receives, evaluates and docket the assigned case, assists the parties in preparing and drafting compromise agreement reached by the parties, and remands unresolved cases through the Regional Director;</li><li>2. Conducts investigation and acts as hearing officer in assigned administrative cases, acts on motions/manifestations raised by the parties, and drafts orders, decisions and resolutions;</li><li>3. Assists in the prosecution of cases assigned by the Regional Director regarding any violation in the practice of the profession/criminal laws, in collaboration with the Department of Justice;</li><li>4. Evaluates any criminal complaint filed personally or online and recommends legal action to the Regional Director (endorse the case to NBI or directly file the case with the prosecutors office and/or any quasi-judicial bodies), monitors the development of cases and complies with the orders from the prosecutors office, hearing officers, or the courts, and attends hearings and assists witnesses;</li><li>5. Prosecutes motu proprio cases initiated by the Commission or the Professional Regulatory Boards (PRBs), prepares summons, subpoena, and formal charge against the respondent, requires the respondent and the assigned special prosecutor to submit position paper, and drafts the case decision for approval of the PRB;</li><li>6. Prepares legal communications and opinions for the Regional Office on matters referred to it;</li><li>7. Prepares recommendations on name and citizenship cases of applicants in board examinations;</li><li>8. Issues Certificate of No Derogatory Record/Certificate of No Pending Case in the Region, or Certification on the Status of Case handled in the Region;</li><li>9. Investigates cases involving Regional Office employees, as may be directed by the Regional Director;</li><li>10. Reviews contracts and other legal documents involving the Regional Office;</li><li>11. Provides legal advice for work-related complaints against office personnel; and</li><li>12. Performs other related functions.</li></ol>
2	Professional Regulations Officer III	PRC-DOLEB-PREGO3-77-2017	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	Region IV-B (Licensure and Registration Division-Application Section)	<ol style="list-style-type: none"><li>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;</li><li>2. Reviews, screens, and evaluates completeness of applications for examinations received, and prints and issues the Notice of Admission;</li><li>3. Generates room assignment and list of examinees;</li><li>4. Monitors the posting of room assignment in the official regional website;</li><li>5. Monitors/valuates records for inventory and disposal;</li><li>6. Checks prepared letters of communication, including replies to online queries, on matters relating to Application Division;</li><li>7. Checks and monitors transmittal of list of assignment and PERRCs to Examination Division and the transmittal of documents to and from other Regional Offices;</li><li>8. Prepares monthly statistical reports of the section;</li><li>9. Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions;</li><li>10. Monitors/evaluates records for inventory and disposal; and</li><li>11. Performs related functions.</li></ol>

3	Professional Regulations Officer III	PRC-DOLEB-PREGO3-78-2017	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	Region IV-B (Licensure and Registration Division- Examination Section)	<ol style="list-style-type: none"> <li>Undertakes administrative preparations for the reservation of testing centers, screening, orientation and scheduling of room watchers and floor and building supervisors, posting of room assignments, printing of test papers, delivery of test materials, conduct of examinations, and other related activities;</li> <li>Assists in conducting ocular inspection of schools, and prepares Memorandum of Agreement;</li> <li>Assists in the disposal and/or shredding of used examination test papers, test booklets, and examination materials;</li> <li>Drafts the list of rooms and building with capacity;</li> <li>Reviews request letters, issuances, and other communications;</li> <li>Drafts/prepares the required number of examination personnel and the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination;</li> <li>Drafts/prepares communications 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;</li> <li>Assists in administering the paper-and-pencil and/or computer-based examinations;</li> <li>Drafts reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the divisions; and</li> <li>Performs other related functions.</li> </ol>
4	Professional Regulations Officer III	PRC-DOLEB-PREGO3-79-2017	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	Region IV-B (Licensure and Registration Division- Registration Section)	<ol style="list-style-type: none"> <li>Assists in pre-evaluating applications for registration of professionals (local and foreign) pursuant to mutual recognition agreements, reciprocity agreements and other trade in services agreements affecting professionals, and for Special Temporary Permits based on the six (6) categories;</li> <li>Assists in processing applications for initial registration of professionals, including registration without examination, and, upon approval by the Board and the Commission, supervises the printing and issuance of Professional Identification Card (PIC) and Certificate of Registration (CoR);</li> <li>Assists in processing applications for conversion of professionals and for re-issuance of PIC and CoR;</li> <li>Assists in processing applications for renewal of PIC;</li> <li>Assists in the authentication of documents (e.g., PIC, CoR, etc.) issued by the Commission;</li> <li>Assists in the processing and issuance of Certificates of Good Standing, Negative/Positive Certification, and other certifications;</li> <li>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;</li> <li>Assists in the conduct of mass oath-takings;</li> <li>Prepares reports and documents submitted to the Regional Director and other oversight government agencies in the region; and</li> <li>Performs other related functions.</li> </ol>
5	Administrative Officer V (Budget Officer III)	PRC-DOLEB-ADOF5-75-2017	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	Region IV-B (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>Prepares the annual budget estimates for the region and monitors the implementation of the approved budget;</li> <li>Prepares the regional budget estimates for cash advances, conduct of various licensure examinations, and other office activities for the issuance of cash advances to the Disbursing Officer;</li> <li>Attends budget hearings on regional budget proposal, as needed;</li> <li>Advises the head of office and the Chief of the Divisions on financial and budgetary concerns;</li> <li>Prepares Obligation Request and Status and Disbursement Vouchers;</li> <li>Analyzes agency expenditures and recommends corresponding cost economy measures if necessary;</li> <li>Formulates the annual budget proposal, regional action plan, work and financial plans, and project procurement management plan;</li> <li>Reconciles and prepares reports on the status of appropriation of fund and keeps systematic records of funds release;</li> <li>Maintains records of funds and prepares periodic reports;</li> <li>Performs quality management system functions; and</li> <li>Performs other related functions.</li> </ol>

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](http://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:

EMALRUED JOHN C. FALOGME

Administrative Officer V (HRMO III)

5th flr.,PRC Annex Bldg., P. Paredes St., Sampaloc Manila

[ro4b@prc.gov.ph](mailto:ro4b@prc.gov.ph) OR [prcregionalapplications@gmail.com](mailto:prcregionalapplications@gmail.com)

PUBLICATION # 1

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.