


Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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 III	PRC-DOLEB-PREGO3-62-2017	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 IX (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. Reviews, screens, and evaluates completeness of applications for examinations received, and prints and issues the Notice of Admission; 3. Generates room assignment and list of examinees; 4. Monitors the posting of room assignment in the official regional website; 5. Monitors/valuates records for inventory and disposal; 6. Checks prepared letters of communication, including replies to online queries, on matters relating to Application Division; 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; 8. Prepares monthly statistical reports of the section; 9. Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions; 10. Monitors/evaluates records for inventory and disposal; and 11. Performs related functions.
2	Administrative Assistant I	PRC-DOLEB-ADAS1-54-2008	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	Region IX (Licensure and Registration Division- Examination Section)	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.

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:

LOVELLA D. GEÑOSO - BELARGA
Administrative Officer V (HRMO III)
4th Floor, C3 Bldg., Rizal Avenue, Pagadian City
ro9@prc.gov.ph OR prcregionalapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PUBLICATION # 1