

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 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) | <ol style="list-style-type: none"> <li>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>Reviews, screens, and evaluates completeness of applications for examinations received, and prints and issues the Notice of Admission;</li> <li>Generates room assignment and list of examinees;</li> <li>Monitors the posting of room assignment in the official regional website;</li> <li>Monitors/evaluates records for inventory and disposal;</li> <li>Checks prepared letters of communication, including replies to online queries, on matters relating to Application Division;</li> <li>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>Prepares monthly statistical reports of the section;</li> <li>Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions;</li> <li>Monitors/evaluates records for inventory and disposal; and</li> <li>Performs related functions.</li> </ol> |
| 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) | <ol style="list-style-type: none"> <li>Encodes administrative communications relative to the preparation for the conduct of licensure examinations;</li> <li>Assists in the preparation of examination supplies and materials, as well as the required reports;</li> <li>Assists in the disposal of used and unused examination test papers and booklets and other examination materials, and prepares the report of disposal;</li> <li>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;</li> <li>Prepares room watchers' appointments, IDs, manuals, and other examination paraphernalia;</li> <li>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;</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.

- 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);
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records;
- Certificates of Relevant Trainings and Seminars attended;
- 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);**
- 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);**
- Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
- NBI clearance; **(for private employees)**
- NBI, CSC, Ombudsman, Sandiganbayan Clearances **(for government employees)**;
- Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer **(for private employees)**; and
- 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. GENOSO - BELARGA  
Administrative Officer V (HRMO III)  
4th Floor, C3 Bldg., Rizal Avenue, Pagadian City  
[ro9@prc.gov.ph](mailto:ro9@prc.gov.ph) OR [prcregionalapplications@gmail.com](mailto:prcregionalapplications@gmail.com)

**PUBLICATION # 1**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.