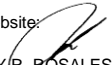


Republic of the Philippines  
**PROFESSIONAL REGULATIONS COMMISSION**  
Request for Publication of Vacant Positions

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 II	PRC-DOLEB- PREGO2-56-2008	13	Php29,798.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Region V (Regulation Division)	1. Assists in the conduct of ocular inspection of firms, schools and establishments, and in the monitoring of educational institutions in the region; 2. Assists in the conduct of stakeholder consultations and capacity-building activities pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements, as well as national qualifications formulation and referencing; 3. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 4. Assists in the implementation, monitoring and evaluation of Continuing Professional Development (CPD) programs in the regions and in the pre-evaluation of applications for accreditation of CPD providers, speakers, and programs, including self-directed learning; 5. Assists in the processing of application for accreditation of professional organizations, firms/corporations and partnerships for the practice of professions, accreditation of training programs and institutions, accreditation of specialty societies and organizations in the regions, and of petition for Change of Status, Change of Date of Birth, and Change/Correction of Name; 6. Assists in the conduct of career advocacy and other regulatory programs in the region; and 7. Performs other related functions.
2	Senior Professional Regulations Officer	PRC-DOLEB- SRPREGO-77-2017	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	Region V (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. Assists in recommending plans, policies, programs, guidelines, and standards relative to the function of the office; 3. Assists in supervising the processing and issuance of applications for licensure examinations; 4. Provides feedbacks for applicants with discrepancies, and conditionally approves applications; 5. Checks the accuracy of list of examinees and room assignment; 6. Monitors the posting of room assignment; 7. Reviews letters of communication, including replies to online queries, on matters relating to Application Section; 8. Monitors transmittal of list of assignment and PERRCS to Examination Section and the transmittal of documents to and from other Regional Offices; 9. Reviews monthly statistical reports of the section; 10. Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions; 11. Reviews records for disposal; and 12. Performs other related functions.

3	Professional Regulations Officer III	PRC-DOLEB-PREGO3-76-2017	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 V (Licensure and Registration Division-Registration Section)	<ol style="list-style-type: none"> <li>1. 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>2. 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>3. Assists in processing applications for conversion of professionals and for re-issuance of PIC and CoR;</li> <li>4. Assists in processing applications for renewal of PIC;</li> <li>5. Assists in the authentication of documents (e.g., PIC, CoR, etc.) issued by the Commission;</li> <li>6. Assists in the processing and issuance of Certificates of Good Standing, Negative/Positive Certification, and other certifications;</li> <li>7. 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>8. Assists in the conduct of mass oath-takings;</li> <li>9. Prepares reports and documents submitted to the Regional Director and other oversight government agencies in the region; and</li> <li>10. Performs other related functions.</li> </ol>
4	Administrative Officer III (Cashier II)	PRC-DOLEB-ADOF3-67-2017	14	Php32,321.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region V (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Supervises the collection and handles the deposit of fees and charges;</li> <li>2. Supervises the balancing of the receipts issued with the collections;</li> <li>3. Prepares reports of collections (Daily Report of Collection, Abstract of Collection, Summary of the entire collection and transaction of mobile services, Summary of Collection and Deposits for the Bureau of Treasury);</li> <li>4. Prepares request for certification of deposited collection from the Bureau of Treasury;</li> <li>5. Prepares the summary of daily collections and Statement of Account Current;</li> <li>6. Prepares collections and deposit slips;</li> <li>7. Handles the custody of accountable forms and bond of accountable officers;</li> <li>8. Prepares cash vouchers with supporting documents/papers;</li> <li>9. Disburses funds for all activities in the Regional Office operations;</li> <li>10. Prepares report of disbursement/list of cash items for liquidation/replenishment of MOOE; and</li> <li>11. Performs other related functions.</li> </ol>

5	Administrative Aide VI	PRC-DOLEB-ADA6-28-2008	6	Php16,877.00	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	Region V (Finance and Administrative Division)	1. Assists in preparing the annual budget estimates for the region and in monitoring the implementation of the approved budget; 2. Assists in preparing the regional budget estimates for cash advances, conduct of various examinations, and other office activities for the issuance of cash advances to the Disbursing Officer; 3. Assists in conducting and attends budget hearings on regional budget proposal; 4. Coordinates with various divisions/sections in the preparation of work and financial plans; 5. Prepares Obligation Request and Status and Disbursement Vouchers; 6. Assists in reconciling and preparing reports on the status of appropriation of fund and keeps systematic records of funds release; 7. Maintains records of funds and prepares periodic reports; 8. Assists in performing quality management system functions; and 9. Performs other related functions.
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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:

MARY CRIS D. GOYENA

Administrative Officer V (HRMO III)

Regional Office No. V, Regional Government Center

Site, Rawis, Legaspi City

[prclegazpi.hr@gmail.com](mailto:prclegazpi.hr@gmail.com) OR [prcregionalapplications@gmail.com](mailto:prcregionalapplications@gmail.com)

PUBLICATION # 1

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.