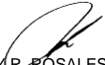


Republic of the Philippines  
**PROFESSIONAL REGULATIONS COMMISSION**  
Request for Publication of Vacant Positions

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 B. 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-ATY3-39-2008	21	Php62,449.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Region XI (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	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-62-2017	24	Php88,410.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	N/A	Region XI (Regulations Division)	<ol style="list-style-type: none"><li>1. Assists the Regional Director in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region;</li><li>2. Recommends to PRBs schools and firms/establishments for inspection and coordinates MRA Road Mapping and capacity-building activities;</li><li>3. Assist the PRBs in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the region and the pre-evaluation of applications for accreditation of CPD providers, programs, and speaker, including self-directed learning activities;</li><li>4. Assists the PRBs in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region;</li><li>5. Assists in the processing of registration in accordance with mutual recognition agreements and other trade in services agreements, and of applications for Special Temporary Permits, initial registration, renewal of PIC, registration without examination, and conversion of specific professions;</li><li>6. Signs application for stateboard verification document;</li><li>7. Assists the PRBs in the conduct of career advocacy programs and other regulatory programs;</li><li>8. Directs and supervises the preparation of reports, documents, and correspondence;</li><li>9. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region;</li><li>10. Monitors and evaluates the implementation of regulation policies and programs, and recommends policies and programs to improve regional operations;</li><li>11. Assists in establishing and maintaining linkages with government agencies, non-government institutions, and private institutions;</li><li>12. Reviews and confirms the performance ratings of supervisors and employees in his division; and</li><li>13. Performs other related functions.</li></ol>

3	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-61-2017	24	Php88,410.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	N/A	Region XI (Licensure and Registration Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in providing administrative and logistical support to the PRBs in the evaluation of exam applicant's qualification, conduct of licensure examinations, and implementation of licensure policies and programs;</li> <li>2. Assists the Regional Director in planning, directing, and controlling regional operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration;</li> <li>3. Assists in recommending plans, policies, programs, guidelines, and standards relative to the processing of licensure and/or registration applications and administration of examinations;</li> <li>4. Facilitates the establishment and maintenance of linkages with other government agencies and non-government and private institutions;</li> <li>5. Supervises and monitors the undertaking of administrative preparations for and the conduct of examinations, oath taking, and other official functions;</li> <li>6. Approves the prepared list of rooms, required number of exam personnel and corresponding office order;</li> <li>7. Reviews and approves reports and communications;</li> <li>8. Reviews inventories and records for disposal; and</li> <li>9. Performs other related functions.</li> </ol>
4	Professional Regulations Officer III	PRC-DOLEB-PREGO3-58-2017	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 XI (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>
5	Administrative Officer V (Supply Officer III)	PRC-DOLEB-ADOF5-62-2017	18	Php45,203.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region XI (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Provides procurement and supply and property management services, including the preparation of the Regional Project Procurement and Management Plan (PPMP);</li> <li>2. Acts as member of the Secretariat to the Regional Bids and Awards Committee and the Inventory and Disposal Committee in the disposal of unserviceable equipment and properties;</li> <li>3. Provides general services, including building/facilities administration and maintenance;</li> <li>4. Coordinates and provides transportation requirements of licensure examination and regulatory functions in the region;</li> <li>5. Prepares necessary documents/attachments related to the procurement of office supplies/materials and equipment, and for repairs and maintenance of office vehicles;</li> <li>6. Coordinates the annual inventory of office equipment/properties and monthly inventory of office supplies and materials, and submits corresponding reports;</li> <li>7. Checks deliveries of office supplies/materials and equipment, and stores and issues the same to concerned offices upon receipt of request;</li> <li>8. Maintains individual records of all purchased supplies, materials, and equipment, and issues accountability receipts to individual employees;</li> <li>9. Processes necessary documents relative to the renewal of Insurance Registration/License and process claims; and</li> <li>10. 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:

ANGELICA NIÑA T. AJOS

Administrative Officer V (HRMO III)

Calamansi Street Corner 1st Street, Juna Subdivision, Matina, Davao City

[recruitment.prcdavao@gmail.com](mailto:recruitment.prcdavao@gmail.com) OR [prcregionalapplications@gmail.com](mailto:prcregionalapplications@gmail.com)

PUBLICATION # 1

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.