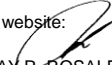


Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION
Request for Publication of Vacant Positions

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	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-89-2017	22	Php69,963.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region IV-A (Licensure and Registration Division-Registration Section)	1. Assists the Division Chief in planning, directing, and controlling 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; 2. Approves/signs Certificates of Good Standing, authentications, and petitions for correction of entries; 3. Processes registration without exam and conversion of professional license; 4. Reviews/verifies petitions for correction of entries; 5. Drafts reports and documents submitted to the Regional Director and other oversight government agencies in the region; 6. Represents the office in court hearings in response to subpoena duces tecum; 7. Assists in monitoring and evaluating the implementation of registration policies and programs, and recommends policies and programs to improve regional operations; 8. Assists in reviewing the performance ratings of supervisors and employees in his section; and 9. Performs other related functions.
2	Accountant III	PRC-DOLEB-A3-58-2017	19	Php49,835.00	Bachelor's degree in Commerce/Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	Region IV-A (Finance and Administrative Division)	1. Prepares financial statements and reports, consolidates monthly report of income, expenditures and allotments of the office, and maintains books of accounts; 2. Handles the withholding and remittance of taxes and the payment of government-mandated contributions (i.e.: PAG-IBIG; PhilHealth; GSIS, etc); 3. Conducts pre-audit of all financial transactions; 4. Implements internal accounting control and recommend improvements, if necessary; 5. Directs and supervises the accounting activities of the Regional Office; 6. Renders technical advice on financial and budgetary matters; 7. Implements administrative and financial policies for the control of allotments, expenditures, and collections; 8. Reviews vouchers, journal vouchers, treasury warrants, requisitions, purchase orders, financial reports, and trial balance before submitting to the supervisor for approval; 9. Monitors fund releases and cash position of the Regional Office; and 10. Performs other related functions.

3	Administrative Officer I (Cashier I)	PRC-DOLEB-ADOF1-53-2008	10	Php22,190.00	Bachelor's Degree	Nonre Required	Nonre Required	Career Service (Professional) Second Level Eligibility	N/A	Region IV-A (Finance and Administrative Division)	1. Handles the collection of fees and charges; 2. Balances the receipts issued with the collections; 3. Assists in the preparation of request of certification of deposited collection from the Bureau of Treasury; 4. Assists in the preparation of deposits of collection; 5. Assists in the preparation of summary of daily collections and Statement of Account Current, and reports of collections; and 6. 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.

interest

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)**

MARECRIZ Q. ARELLANO
Administrative Officer V (HRMO III)
2nd Floor Grand Central Terminal, Ilayang Dupay,
Lucena City, 4301

ro4a@prc.gov.ph OR prcregionalapplications@gmail.com

PUBLICATION # 1

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.