

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:

GLORIA L. ASINAS

HRMO

Date: October 12, 2020

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 I	PRC-DOLEB-PREGO1-56-2008	11	Php22,316.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		NCR (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, prints and issues Professional Identification Card (PIC) and Certificate of Registration (CoR) upon approval by the Board and the Commission, and prepares reports on printed and issued PIC and CoR;</li> <li>3. Assists in processing applications for conversion of professionals and re-issuance of PIC and CoR;</li> <li>4. Assists in processing applications for renewal of PIC, prints and issues the same if approved, and prepares reports thereon;</li> <li>5. Assists in processing 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; and</li> </ol>
2	Administrative Aide III (Utility Worker II)	PRC-DOLEB-ADA3-50-2008	3	Php13,019.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat. III)		NCR (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Under immediate supervision, cleans rooms, buildings, and surrounding areas;</li> <li>2. Keeps office equipments and furnitures clean and orderly;</li> <li>3. Collects, dumps or burns garbages;</li> <li>4. Opens doors and windows before office hours and closes them after office hours;</li> <li>5. Occasionally does messangerial and simple carpentry repair work;</li> <li>6. Hauls and transfer office furniture;</li> <li>7. Performs general grounds maintenance work;</li> <li>8. Does other related activities.</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 11-November-2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) 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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**ARMIDA M. RAMIREZ**

HRMO Designate

P. Paredes St. cor N Reyes St., Sampaloc,  
Manila

[prncnchr@yahoo.com](mailto:prncnchr@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.