

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: September 28, 2021

| 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-ATY3-3-2019 | 21 | Php60,901.00 | Bachelor of Laws | Four (4) hours of relevant training | One (1) year of relevant experience | RA 1080 | | NCR (Legal Division) | <ol style="list-style-type: none"> 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; 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; 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; 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; 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; 6. Prepares legal communications and opinions for the Regional Office on matters referred to it; 7. Prepares recommendations on name and citizenship cases of applicants in board examinations; 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; 9. Investigates cases involving Regional Office employees, as may be directed by the Regional Director; 10. Reviews contracts and other legal documents involving the Regional Office; 11. Provides legal advice for work-related complaints against office personnel; and 12. Performs other related functions. |
| 2 | Professional Regulations Officer III | PRC-DOLEB-PREGO3-36-2008 | 16 | Php36,628.00 | Bachelor's Degree | Four (4) hours of relevant training | One (1) year of relevant experience | Career Service (Professional) Second Level Eligibility | | NCR (Regulation Division) | <ol style="list-style-type: none"> 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, and 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 the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including lifelong and self-directed learning; 5. Provides the CPD applicants the status of CPD application received from the CPD Council for updates; 6. Assists in the processing of application for the accreditation of professional organizations, firms/corporations and partnerships for the practice of professions, the accreditation of training programs and institutions, and the accreditation of specialty societies and organizations in the regions; 7. Prepares reports and documents for submission to the Regional Director and other oversight government agencies in the region; 8. Assists in the conduct of career advocacy and other regulatory programs in the region; and 9. Performs other related functions. |

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| 3 | Administrative Aide IV | PRC-DOLEB-ADA4-36-2008 | 4 | Php14,400.00 | Completion of two (2) year studies in college | None required | None required | Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility | NCR (Regulation Division) | <ol style="list-style-type: none"> 1. Receives, evaluates, and processes applications for accreditation of CPD providers, CPD Programs, Self-Directed and Life-long learning and Completion Reports 1. Receives, evaluates, and processes applications for accreditation of CPD providers, CPD Programs, Self-Directed and Life-long learning and Completion Reports 2. Processes applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 3. Conducts ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region; 4. Processes application for accreditation of professional organizations, firms/corporations, and partnerships for the practice of professions, accreditation of training programs and institutions, and accreditation of • specialty societies and organizations in the regions; 5. Processes applications/petitions for Change of Status, Change of Date of Birth, and Change/Correction of Name; 6. Performs other related functions. |
| 4 | Professional Regulations Officer II | PRC-DOLEB-PREGO2-40-2008 | 13 | Php28,276.00 | Bachelor's Degree | None required | None required | Career Service (Professional) Second Level Eligibility | NCR (Licensure and Registration Division - Application Section) | <ol style="list-style-type: none"> 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 receiving and processing of applications for examination; 3. Reviews, screens, and evaluates completeness of applications for examination received, and prints and issues the Notice of Admission; 4. Assists in the generation of room assignment and list of examinees for endorsement to Examination Section and in the posting of the same in the official regional website; 5. Prepares letters of communication on matters relating to Application Section; 6. Prepares replies to online queries; 7. Monitors/evaluates records for inventory and disposal; 8. Checks requests and transmittal of documents to and from other Regional Offices; and 9. Performs other related functions. |

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| 5 | Professional Regulations Officer I | PRC-DOLEB-PREGO1-59-2008 | 11 | Php23,877.00 | Bachelor's Degree | None required | None required | Career Service (Professional) Second Level Eligibility | NCR (Licensure and Registration Division - Examination Section) | <ol style="list-style-type: none"> Undertakes administrative preparations for the reservation of testing centers, screening, orientation and scheduling of room watchers and floor and building supervisors, posting of room assignments, printing of test papers, delivery of test materials, conduct of examinations, and other related activities; Assists in conducting ocular inspection of schools, and prepares Memorandum of Agreement; Drafts the list of rooms and building with capacity; Assists in preparing the required number of examination personnel and drafts the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; Encodes/drafts request letters, issuances, and other communications; Assists in drafting communications for offices, establishments and agencies regarding the provision of uninterrupted power supply, and for PNP/NBI for security assistance during the conduct of activities related to licensure examinations; Assists in the conduct of examinations; Drafts reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the division; and Performs other related functions. |
| 6 | Chief Professional Regulations Officer | PRC-DOLEB-CPREGO-32-2008 | 24 | Php86,742.00 | 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 | NCR (Finance and Administrative Division) | <ol style="list-style-type: none"> Assists the Regional Director in planning and supervising the financial and administrative operations of the regional office; Directs and supervises the preparation of financial and administrative reports, documents, and correspondence; Prepares and submits regular reports, including special reports and documents, to the Commission, DBM, Commission on Audit, Civil Service Commission, and other oversight government agencies; Monitors and evaluates the implementation of financial management and administrative policies and programs, and recommend policies and programs to improve regional operations; Supervises the formulation of annual work and financial plan, physical target, accomplishment report, and planning tool of the Regional Office; Encourages or causes the participation of staff in the conduct of disaster management activities in the Region or in nationwide campaign; Reviews and approves the posting of regional website contents; and Performs other related functions. |

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 October 28, 2021.

- Letter of Intent indicating the position, item number and place of assignment of the position that you are applying for;
- Fully accomplished **NOTARIZED** Personal Data Sheet (PDS) with recent passport-sized picture and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating **in the last rating period** (if applicable);
- Photocopy of certificate of eligibility/rating/license;
- 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;
- 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;
- Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
- NBI clearance;
- CSC, Ombudsman, Sandiganbayan Clearances **(for government employees)**;
- Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
- Medical Declaration Form (see below **"Click HERE for the Additional Requirements and Medical Certificate"**)

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
prcnchr@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.