

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: November 29, 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	Administrative Aide IV	PRC-DOLEB-ADA4-36-2008	4	Php14,400.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	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.

3	Administrative Aide IV	PRC-DOLEB-ADA4-57-2008	4	Php14,400.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	NCR (Licensure and Registration Division - Examination Section)	<ol style="list-style-type: none"> 1. Assists in the undertaking of administrative preparations for the posting of room assignments, printing of test papers, preparation and delivery of test materials, conduct of examinations, and other related activities; 2. Assists in managing and maintaining the files of official documents/records of the division; 3. Assesses and processes the application of room watchers, supply aides or examination staff in various licensure examinations; 4. Assists in preparing room watchers' appointments, IDs, manuals, and other examination paraphernalia; 5. Assists in conducting ocular inspection of schools as venues of examinations and liaising with various schools and offices; 6. Assists in the conduct of examinations; 7. Assists in the preparation of reports of the division, including accomplishment reports and reports on the conduct of licensure examination; and 8. Performs other related functions.
4	Administrative Aide IV	PRC-DOLEB-ADA4-47-2008	4	Php14,400.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	NCR (Licensure and Registration Division - Examination Section)	<ol style="list-style-type: none"> 1. Assists in the undertaking of administrative preparations for the posting of room assignments, printing of test papers, preparation and delivery of test materials, conduct of examinations, and other related activities; 2. Assists in managing and maintaining the files of official documents/records of the division; 3. Assesses and processes the application of room watchers, supply aides or examination staff in various licensure examinations; 4. Assists in preparing room watchers' appointments, IDs, manuals, and other examination paraphernalia; 5. Assists in conducting ocular inspection of schools as venues of examinations and liaising with various schools and offices; 6. Assists in the conduct of examinations; 7. Assists in the preparation of reports of the division, including accomplishment reports and reports on the conduct of licensure examination; and 8. 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 December 14, 2021.

1. Letter of Intent indicating the position, item number and place of assignment of the position that you are applying for;
2. 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;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Certificates of Relevant Trainings and Seminars attended;
7. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
8. 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;
9. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
10. NBI clearance;
11. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
12. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
13. 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
 2nd flr., Finance and Administrative Division, PRC Annex Bldg.,
 P. Paredes St., Sampaloc Manila
prcncr.hiringandpromotion@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.