

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: December 22, 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	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	N/A	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.
2	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	N/A	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.

3	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	N/A	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.
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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 January 1, 2022.

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;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
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 (can be downloaded at PRC website)

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

HENESSY MAE L. ORBETA
 Administrative Officer V (HRMO III)
 2nd flr., Finance and Administrative Division, PRC Annex Bldg.,
 P. Paredes St., Sampaloc Manila
prncr.hiringandpromotion@gmail.com OR
prcregionalapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.