

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: February 7, 2022

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	Php14,993.00	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"> <li>1. Receives, evaluates, and processes applications for accreditation of CPD providers, CPD Programs, Self-Directed and Life-long learning and Completion Reports</li> <li>1. Receives, evaluates, and processes applications for accreditation of CPD providers, CPD Programs, Self-Directed and Life-long learning and Completion Reports</li> <li>2. Processes applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements;</li> <li>3. Conducts ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region;</li> <li>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;</li> <li>5. Processes applications/petitions for Change of Status, Change of Date of Birth, and Change/Correction of Name;</li> <li>6. Performs other related functions.</li> </ol>
2	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-34-2008	24	Php88,410.00	Master's Degree or Certificate of 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	N/A	NCR (Regulation Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region;</li> <li>2. Recommends to PRBs schools and firms/establishments for inspection and coordinates MRA Road Mapping and capacity-building activities;</li> <li>3. Assist the PRBs in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the region and the pre-evaluation of applications for accreditation of CPD providers, programs, and speaker, including self-directed learning activities;</li> <li>4. Assists the PRBs in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region;</li> <li>5. Assists in the processing of registration in accordance with mutual recognition agreements and other trade in services agreements, and of applications for Special Temporary Permits, initial registration, renewal of PIC, registration without examination, and conversion of specific professions;</li> <li>6. Signs application for stateboard verification document;</li> <li>7. Assists the PRBs in the conduct of career advocacy programs and other regulatory programs;</li> <li>8. Directs and supervises the preparation of reports, documents, and correspondence;</li> <li>9. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region;</li> <li>10. Monitors and evaluates the implementation of regulation policies and programs, and recommends policies and programs to improve regional operations;</li> <li>11. Assists in establishing and maintaining linkages with government agencies, non-government institutions, and private institutions;</li> <li>12. Reviews and confirms the performance ratings of supervisors and employees in his division; and</li> <li>13. Performs other related functions.</li> </ol>

3	Professional Regulations Officer III	PRC-DOLEB-PREGO3-40-2008	16	Php38,150.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	NCR (Licensure and Registration Division - Application Section)	<ol style="list-style-type: none"> <li>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;</li> <li>2. Reviews, screens, and evaluates completeness of applications for examinations received, and prints and issues the Notice of Admission;</li> <li>3. Generates room assignment and list of examinees;</li> <li>4. Monitors the posting of room assignment in the official regional website;</li> <li>5. Monitors/evaluates records for inventory and disposal;</li> <li>6. Checks prepared letters of communication, including replies to online queries, on matters relating to Application Division;</li> <li>7. Checks and monitors transmittal of list of assignment and PERRCs to Examination Division and the transmittal of documents to and from other Regional Offices;</li> <li>8. Prepares monthly statistical reports of the section;</li> <li>9. Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions;</li> <li>10. Monitors/evaluates records for inventory and disposal; and</li> <li>11. Performs related functions.</li> </ol>
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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 March 9, 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](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 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  
[prcncr.hiringandpromotion@gmail.com](mailto:prcncr.hiringandpromotion@gmail.com) OR  
[prcregionalapplications@gmail.com](mailto:prcregionalapplications@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.