

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: March 21, 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	Attorney V	PRC-DOLEB-ATY5-107-2017	25	Php100,788.00	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080	N/A	NCR (Legal Division)	<ol style="list-style-type: none"> 1. Advises the Regional Director and the Commission on legal matters; 2. Exercises supervision over legal officers and staff of the division; 3. Records and monitors the status of all cases filed before the PRBs and filed in courts by and against the Commission and PRBs; 4. Undertakes final review of draft legal communications and documents, research and opinions, contracts and agreements, and other legal issues/inquiries and concerns; 5. Undertakes final review of draft pleadings, correspondence, reports, rulings, decisions, resolutions, opinions, and/or comments; 6. Provides legal advice for work-related complaints against office personnel; 7. Undertakes final review on recommendations pertaining to petitions for correction of name and/or date of birth; 8. Reviews recommendations on name and citizenship cases of applicants in board examinations; 9. 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; 10. 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; 11. 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; 12. 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; and 13. Performs other related functions.

2	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-35-2008	19	Php49,835.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	NCR (Regulations Division)	<ol style="list-style-type: none"> 1. Assists the Division Chief in planning, directing, and controlling operations related to the implementation of regulation policies and programs; 2. Assists in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region, including the provision of staff and logistical support in the conduct of inspection and monitoring of schools, firms and establishments and the submission of written report thereon to the Regional Director; 3. Assists the PRBs in the conduct of stakeholder consultations and capacity building activities relative to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 4. Assists in the review of applications for the accreditation of CPD providers, programs, and speakers, as well as firms, plants and machineries; 5. 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 life-long and self-directed learning; 6. Gives due notice of approval or disapproval of CPD application and keeps records of accredited CPD service providers and programs, as well as credited self-directed/life-long learning activities in the region; 7. Reviews transmittals, reports, documents, and correspondence; 8. Prepares reports and documents for submission to the Regional Director and other oversight government agencies in the region; 9. Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations; and 10. 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 April 21, 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 Transcript of Records;
5. Certificates of Relevant Trainings and Seminars attended;
6. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
7. 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;
8. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
9. NBI clearance;
10. CSC, Ombudsman, Sandiganbayan Clearances **(for government employees)**;
11. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
12. 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
prcnrc.hiringandpromotion@gmail.com OR
prcregionalapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.