

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: May 12, 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	Professional Regulations Officer III	PRC-DOLEB-PREGO3-38-2008	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 (Regulations 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.
2	Professional Regulations Officer I	PRC-DOLEB-PREGO1-44-2008	11	Php25,439.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	NCR (Regulations 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, as well as 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 in the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including self-directed learning; 5. Assists in the processing of 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, and of petition for Change of Status, Change of Date of Birth, and Change/Correction of Name; 6. Assists in the conduct of career advocacy and other regulatory programs in the region; and 7. Performs other related functions.

3	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 (Regulations Division)	<ol style="list-style-type: none"> 1. Receives, evaluates and processes applications for accreditation of CPD providers, CPD programs, Self-Directed and Lifelong 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 region; 5. Processes applications/petitions for Change of Status, Change of Date of Birth, and Change/Correction of Name; 6. Performs other related functions.
4	Administrative Aide IV	PRC-DOLEB-ADA4-37-2008	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 (Regulations Division)	<ol style="list-style-type: none"> 1. Receives, evaluates and processes applications for accreditation of CPD providers, CPD programs, Self-Directed and Lifelong 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 region; 5. Processes applications/petitions for Change of Status, Change of Date of Birth, and Change/Correction of Name; 6. Performs other related functions.
5	Professional Regulations Officer I	PRC-DOLEB-PREGO1-58-2008	11	Php25,439.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	NCR (Licensure and Registration Division - Examination Section)	<ol style="list-style-type: none"> 1. Assists the undertaking of 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; 2. Assists in conducting ocular inspection of schools, and prepares Memorandum of Agreement; 3. Supervises the disposal of used examination test papers, test booklets, and other examination materials, and prepares the reports thereon; 4. Drafts the list of rooms and building with capacity; 5. 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; 6. Encodes/drafts request letters, issuances, and other communications; 7. Assists in drafting communication for offices, establishments and agencies regarding the provision of uninterruptible power supply, and for PNP/NBI for security assistance during the conduct of activities related to licensure examinations; 8. Assists in the conduct of examinations; 9. Assists in the preparation of reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the division; and 10. Performs other related functions.
6	Administrative Aide IV	PRC-DOLEB-ADA4-47-2008	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 (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.

7	Administrative Aide IV	PRC-DOLEB-ADA4-82-2008	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 (Licensure and Registration Division - Registration Section)	<ol style="list-style-type: none"> 1. Receives requests for authentication, certification, and verification, checks completeness of supporting documents, and determines number of copies requested; 2. Verifies the professional status of client and, if in order, prepares Certification and affixes documentary stamps and dry seal of the Commission; 3. Checks the quality of the printed Professional Identification Card (PIC) and enters serial number in the database; 4. Generates the list of printed PICs, including spoiled PICs, in preparation for the issuance thereof; 5. Prepares the list of unclaimed PICs and turns over the same to the Releasing Unit Head for safekeeping; and 6. Performs other related functions.
8	Administrative Officer V (Records Officer III)	PRC-DOLEB-ADOF5-34-2008	18	Php45,203.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	NCR (Finance and Administrative Division)	<ol style="list-style-type: none"> 1. Assists in the preparation, approval, and implementation of the Records Retention Disposition Schedule (RRDS) for the Commission; 2. Coordinates with the record custodians of different Commission offices regarding the inventory of their records for transfer to the Records Management Division (RMD)/ Central Office; 3. Receives, maintains, and supervises the boxes of records for transfer and/or storage; 4. Coordinates with the National Archives of the Philippines (NAP) regarding the approval of the authority to shred and dispose, the scheduling of shredding, disposal, and transfer of permanent records to the Records Center of NAP, and the availability of authorized NAP analyst to witness the shredding; 5. Supervises the shredding and disposal of test questionnaires/booklets, and the spoiled, obsolete, and valueless records; 6. Reviews the retention period of each record according to the RRDS; 7. Prepares the Certificate of Shredding; 8. Coordinates the transfer and disposal of records/document boxes of different Commission offices and divisions/sections; 9. Coordinates with NAP, Commission on Audit (COA), and buyer regarding the scheduled disposal and signing of the Certificate of Disposal; and 10. 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 June 11, 2022.

1. Fully accomplished and **NOTARIZED Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached **Work Experience Sheet** which can be downloaded at www.csc.gov.ph (**Note: Date of PDS must be within the Publication Date**);
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 (**Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Information Technology Officer III positions**);
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; (**Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Supervising Administrative Officer, Supervising Professional Regulations Officer, Information Technology Officer III positions**);
8. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
9. NBI clearance; (**for private employees**);
10. NBI, CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
11. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer (**for private employees**); 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
prncr.hiringandpromotion@gmail.com OR
prcregionalapplications@gmail.com

PUBLICATION # 3

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.