

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: June 2, 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 Assistant III	PRC-DOLEB-ADAS3-28-2008	9	Php20,402.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	NCR (Office of the Director)	<ol style="list-style-type: none"> 1. Receives calls and guests for the Regional Director; 2. Receives and logs personal and routed letters for the Regional Director and forwards the same for information; 3. Receives and organizes all papers for action of the Regional Director; 4. Schedules and keeps a record of the Regional Director's appointments; 5. Types and encodes communication letters, periodic reports, and other documents for submission to PRC-CO, concerned government agencies, LGUs, and other private organizations; 6. Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and 7. Performs other related functions.
2	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-106-2017	22	Php69,963.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) 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 the Division Chief in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region; 3. Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs and policies in the regions, including the compliance of CPD providers, reviews and monitors the approval of applications for accreditation of CPD providers, programs and speakers, as well as firms, plants and machineries, and issues the Certificate of Accreditation thereof; 4. Reviews processed resolutions for COS/COBD/CON, including transmittals, reports, documents, and correspondence/communications; 5. Signs applications for stateboard verification documents; 6. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region; 7. Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations; 8. Assists in reviewing the performance ratings of supervisors and employees in his section; and 9. Performs other related functions.
3	Attorney II	PRC-DOLEB-ATY2-37-2008	18	Php45,203.00	Bachelor of Laws	None required	None required	RA 1080	N/A	NCR (Legal Division)	<ol style="list-style-type: none"> 1. 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; 2. 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; 3. 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 prosecutor's office, hearing officers, or the courts, and attends hearings and assists witnesses; 4. Prosecutes motu proprio cases initiated by the Commission or the Professional Regulatory Boards (PRBs), prepares summons, subpoena, and formal charge/s 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; 5. Prepares legal communications and opinions for the Regional Office on matters referred to it; 6. Assists in preparing recommendations on name and citizenship cases of applicants in board examinations; 7. 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; 8. Investigates cases involving Regional Office employees, as may be directed by the Regional Director; 9. Assists in reviewing contracts and other legal documents involving the Regional Office; 10. Assists in providing legal advice for work-related complaints against office personnel; and 11. Performs other related functions.

4	Professional Regulations Officer I	PRC-DOLEB-PREGO1-46-2008	11	Php25,439.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	NCR (Licensure and Registration Division-Application Section)	<ol style="list-style-type: none"> 1. Assists in the receiving and processing of applications for examination; 2. Reviews, screens, and evaluates completeness of applications for examination received, and prints and issues the Notice of Admission; 3. Prepares letters of communication on matters relating to Application Section; 4. Assists in the generation of room assignment and list of examinees for endorsement to Examination Section and in the posting of the same in the official regional website; 5. Prepares requests and transmits to other Regional Offices PERRCs and other pertinent documents; 6. Provides assistance in the endorsing of list of examinees, room assignment, and PERRCs to Examination Section; 7. Assists in monitoring/evaluating records for inventory and disposal; and 8. Performs other related functions.
5	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-36-2008	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 (Licensure and Registration Division-Examination Section)	<ol style="list-style-type: none"> 1. Provides administrative and logistical support to the PRBs in the conduct of licensure examinations and implementation of licensure policies and programs; 2. Assists in recommending plans, policies, programs, guidelines, and standards relative to the administration of examinations; 3. Assists in supervising 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; 4. Conducts ocular inspection of schools, and prepares Memorandum of Agreement; 5. Reviews/verifies list of rooms and building with capacity; 6. Reviews the required number of examination personnel and the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; 7. Coordinates with offices, establishments and agencies to ensure uninterrupted power supply, and with PNP/NBI for security assistance during the conduct of activities related to licensure examinations; 8. Administers paper-and-pencil and/or computer-based examinations; 9. Reviews 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	Professional Regulations Officer III	PRC-DOLEB-PREGO3-48-2008	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 Resigistration Division-Registration Section)	<ol style="list-style-type: none"> 1. Assists in pre-evaluating applications for registration of professionals (local and foreign) pursuant to mutual recognition agreements, reciprocity agreements and other trade in services agreements affecting professionals, and for Special Temporary Permits based on the six (6) categories; 2. Assists in processing applications for initial registration of professionals, including registration without examination, and, upon approval by the Board and the Commission, supervises the printing and issuance of Professional Identification Card (PIC) and Certificate of Registration (CoR); 3. Assists in processing applications for conversion of professionals and for re-issuance of PIC and CoR; 4. Assists in processing applications for renewal of PIC; 5. Assists in the authentication of documents (e.g., PIC, CoR, etc.) issued by the Commission; 6. Assists in the processing and issuance of Certificates of Good Standing, Negative/Positive Certification, and other certifications; 7. Assists in processing applications for change of status, change of name, change of date of birth, and other corrections, and transmits updates to the central registry and official database of professionals; 8. Assists in the conduct of mass oath-takings; 9. Prepares reports and documents submitted to the Regional Director and other oversight government agencies in the region; 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 July 2, 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:

HENESEY 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 # 4

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.