

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:

GLORIA L. ASINAS

HRMO

Date: September 18, 2019

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	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-35-2008	22	Php65,319.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		NCR (Licensure and Registration Division-Registration Section)	<ol style="list-style-type: none"> 1. Assists the Division Chief in planning, directing, and controlling operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration; 2. Approves/signs Certificates of Good Standing, authentications, and petitions for correction of entries; 3. Processes registration without exam and conversion of professional license; 4. Reviews/verifies petitions for correction of entries; 5. Drafts reports and documents submitted to the Regional Director and other oversight government agencies in the region; 6. Represents the office in court hearings in response to subpoena duces tecum; 7. Assists in monitoring and evaluating the implementation of registration 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.
2	Attorney II	PRC-DOLEB-ATY2-36-2008	18	Php40,637.00	Bachelor of Laws	None required	None required	RA 1080		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.

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 17-October-2019.

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.

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

JONAPHEL ANNE S. NECER
HRMO Designate
P. Paredes St. cor N Reyes St., Sampaloc, Manila
prncnr.fad@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.