

Republic of the Philippines  
**PROFESSIONAL REGULATIONS COMMISSION**

Date:

December 1, 2020

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-PREGO3-47-2008	16	Php35,106.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		NCR (Licensure and Resigstration Division - Examination Section)	<ol style="list-style-type: none"> <li>1. Undertakes 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;</li> <li>2. Assists in conducting ocular inspection of schools, and prepares Memorandum of Agreement;</li> <li>3. Assists in the disposal and/or shredding of used examination test papers, test booklets, and examination materials;</li> <li>4. Drafts the list of rooms and building with capacity;</li> <li>5. Reviews request letters, issuances, and other communications;</li> <li>6. Drafts/prepares the required number of examination personnel and the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination;</li> <li>7. Drafts/prepares communications 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;</li> <li>8. Assists in administering the paper-and-pencil and/or computer-based examinations;</li> <li>9. Drafts reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the divisions; and</li> <li>10. Performs other related functions.</li> </ol>
2	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-32-2008	24	Php85,074.00	Master's Degree or Certificate in 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		NCR (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in planning and supervising the financial and administrative operations of the regional office;</li> <li>2. Directs and supervises the preparation of financial and administrative reports, documents, and correspondence;</li> <li>3. Prepares and submits regular reports, including special reports and documents, to the Commission, DBM, Commission on Audit, Civil Service Commission, and other oversight government agencies;</li> <li>4. Monitors and evaluates the implementation of financial management and administrative policies and programs, and recommend policies and programs to improve regional operations;</li> <li>5. Supervises the formulation of annual work and financial plan, physical target, accomplishment report, and planning tool of the Regional Office;</li> <li>6. Encourages or causes the participation of staff in the conduct of disaster management activities in the Region or in nationwide campaign;</li> <li>7. Reviews and approves the posting of regional website contents; and</li> <li>8. Performs other related functions.</li> </ol>

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 31-December-2020.

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 Transcript of Records.

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

**ARMIDA M. RAMIREZ**

HRMO Designate

P. Paredes St. cor N Reyes St., Sampaloc, Manila

[prcncrhr@yahoo.com](mailto:prcncrhr@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.