

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 III	PRC-DOLEB-ATY3-39-2008	21	Php57,805.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Region XI (Office of the Director)	<ol style="list-style-type: none"> <li>Serves as Conciliator-Mediator, receives, evaluates and docket the assigned case, assists the parties in preparing and drafting compromise agreement reached by the parties, and remands unresolved cases through the Regional Director;</li> <li>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;</li> <li>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;</li> <li>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;</li> <li>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;</li> <li>Prepares legal communications and opinions for the Regional Office on matters referred to it;</li> <li>Prepares recommendations on name and citizenship cases of applicants in board examinations;</li> <li>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;</li> <li>Investigates cases involving Regional Office employees, as may be directed by the Regional Director;</li> <li>Reviews contracts and other legal documents involving the Regional Office;</li> <li>Provides legal advice for work-related complaints against office personnel; and</li> <li>Performs other related functions.</li> </ol>
2	Administrative Assistant I	PRC-DOLEB-ADAS1-46-2008	7	Php15,738.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Region XI (Office of the Director)	<ol style="list-style-type: none"> <li>Receives calls and guests for the Regional Director;</li> <li>Receives and logs personal and routed letters for the Regional Director and forwards the same for information;</li> <li>Receives and organizes all papers for action of the Regional Director;</li> <li>Schedules and keeps a record of the Regional Director's appointments;</li> <li>Types and encodes communication letters, periodic reports, and other documents for submission to PRC-CO, concerned government agencies, LGUs, and other private organizations;</li> <li>Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and</li> <li>Performs other related functions.</li> </ol>
3	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-52-2008	19	Php45,269.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region XI (Regulations Division)	<ol style="list-style-type: none"> <li>Assists the Division Chief in planning, directing, and controlling operations related to the implementation of regulation policies and programs;</li> <li>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;</li> <li>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;</li> <li>Assists in the review of applications for the accreditation of CPD providers, programs, and speakers, as well as firms, plants and machineries;</li> <li>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;</li> <li>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;</li> <li>Reviews transmittals, reports, documents, and correspondence;</li> <li>Prepares reports and documents for submission to the Regional Director and other oversight government agencies in the region;</li> <li>Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations; and</li> <li>Performs other related functions.</li> </ol>

4	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-61-2017	24	Php83,406.00	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	Region XI (Licensure and Registration Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in providing administrative and logistical support to the PRBs in the evaluation of exam applicant's qualification, conduct of licensure examinations, and implementation of licensure policies and programs;</li> <li>2. Assists the Regional Director in planning, directing, and controlling regional 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;</li> <li>3. Assists in recommending plans, policies, programs, guidelines, and standards relative to the processing of licensure and/or registration applications and administration of examinations;</li> <li>4. Facilitates the establishment and maintenance of linkages with other government agencies and non-government and private institutions;</li> <li>5. Supervises and monitors the undertaking of administrative preparations for and the conduct of examinations, oath taking, and other official functions;</li> <li>6. Approves the prepared list of rooms, required number of exam personnel and corresponding office order;</li> <li>7. Reviews and approves reports and communications;</li> <li>8. Reviews inventories and records for disposal; and</li> <li>9. Performs other related functions.</li> </ol>
5	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-62-2017	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	Region XI (Licensure and Registration Division-Application Section)	<ol style="list-style-type: none"> <li>1. Assists in providing administrative and logistical support to the PRBs in the evaluation of applicant's qualification and implementation of licensure policies and programs;</li> <li>2. Assists in recommending plans, policies, programs, guidelines, and standards relative to the function of the office;</li> <li>3. Supervises the processing and issuance of applications for licensure examinations;</li> <li>4. Provides feedbacks for applicants with discrepancies, and conditionally approves applications;</li> <li>5. Provides assistance in establishing and maintaining linkages with other government agencies and non-government and private institutions;</li> <li>6. Supervises the endorsement of list of examinees, room assignment, and PERRC to the Examination Section;</li> <li>7. Supervises the posting of the list of room assignments;</li> <li>8. Reviews communication letters and monthly reports of the Application Section;</li> <li>9. Reviews records for disposal;</li> <li>10. Reviews communications regarding applicant's academic record with Higher Education Institutions (HEIs) and other relevant agencies/organizations prior to inclusion in the list of qualified applicants; and</li> <li>11. Performs other related functions.</li> </ol>
6	Administrative Officer III (Records Officer II)	PRC-DOLEB-ADOF3-57-2017	14	Php27,755.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	Region XI (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Provides records management and archival services, and handles the disposal of valueless records in accordance with approved Records Retention and Disposal Schedule (RRDS) of the Commission and in coordination with the National Archive of the Philippines (NAP);</li> <li>2. Works for digitization and acts as custodian of all records/documents, ensuring that proper protection and maintenance is observed and implemented;</li> <li>3. Undertakes the disposal of used examination test questionnaires, test booklets, and other examination materials;</li> <li>4. Acts on license verification and validation of Filipino professionals with foreign employers or with potential employment abroad;</li> <li>5. Processes applications for DFA and local authentications;</li> <li>6. Issues certificates (i.e., Passing, Board rating, etc.);</li> <li>7. Maintains custody of records of applications for examinations, conduct of examination reports, and other official records and documents based on the RRDS;</li> <li>8. Represents the office in court hearings in response to subpoena duces tecum;</li> <li>9. Handles the receipt of incoming and the release of outgoing communications and cargoes; and</li> <li>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 4-December-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](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:

**ANGELICA NIÑA T. AJOS**

Administrative Officer V (HRMO III)

Calamansi Street Corner 1st Street, Juna Subdivision, Matina, Davao City

[prc.davao@gmail.com](mailto:prc.davao@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.