

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION

Date: _____

April 5, 2021

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	Director IV	PRC-DOLEB-DIR4-5-2017	28	Php142,683.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service Professional/Second Level eligibility		Central Office - International Affairs Office	<ol style="list-style-type: none"> 1. Plans, oversees, controls, monitors, and evaluates the operations of the divisions under the Office; 2. Advises the Commission on all issues related to regulatory policies, positions, roles, policy directions, and programs to ensure the development of Filipino professionals and their practice of the professions in international engagements; 3. Exercises overall responsibility for providing technical and administrative support to the Commission and the Professional Regulatory Boards in addressing all matters relative to the compliance of the Commission under the World Trade Organization-General Agreement on Trade in Services (WTO-GATS) and other international agreements on Trade in Services affecting professional practice, including professional qualifications referencing, alignment and recognition; 4. Participates and represents the Commission in local and international meetings, negotiations, and other fora, as may be authorized by the Commission; 5. Reviews and approves the physical accomplishment and narrative accomplishment reports of the Office; and 6. Performs other related functions.
2	Director IV	PRC-DOLEB-DIR4-2-2017	28	Php142,683.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service Professional/Second Level eligibility		Central Office - Licensure Examination Office	<ol style="list-style-type: none"> 1. Plans, oversees, controls, monitors and evaluates the operations of the divisions under the Office; 2. Recommends policies, programs, and guidelines relative to the application for licensure examinations, test development and printing of test materials, conduct of licensure examinations, and the correction, rating and release of examination results; 3. Approves correspondence, resolutions, and certifications in the application and conduct of licensure examinations; 4. Recommends to the Commission the approval of the annual Master Schedule of Target Dates of Activities for Licensure Examinations, and the Annual Peer Review and Item Analysis Calendar of Meetings, in consultation with the Professional Regulatory Boards and operating units; 5. Reviews and approves the physical accomplishment reports and narrative accomplishment reports of the Service; and 6. Performs other related activities.
3	Director IV	PRC-DOLEB-DIR4-1-2017	28	Php142,683.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service Professional/Second Level eligibility		Central Office - Regulation Office	<ol style="list-style-type: none"> 1. Plans, oversees, controls, monitors and evaluates the operations of the divisions under the Office; 2. Recommends policies, programs, and guidelines relative to the regulation of the practice and continuing development of professions; 3. Approves plans, policies, and programs of divisions; 4. Exercises overall responsibility for the custody, filing, and updating of records of professionals; 5. Approves resolutions, correspondence, and certifications; 6. Reviews and approves the physical accomplishment and narrative accomplishment reports of the Office; and 7. Performs other related functions.
4	Director III	PRC-DOLEB-DIR3-48-2017	27	Php126,267.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service Professional/Second Level eligibility		Regional Office I	<ol style="list-style-type: none"> 1. Plans, coordinates, directs, controls, and supervises regional office operations and performance of organizational units under the Regional Director, including satellite/off-site service centers; 2. Implements policies, plans, programs, rules, and regulations of the Commission; 3. Supervises the conduct of hearings and investigation of legal cases against erring professionals, examinees violating examination instructions and deputized examination personnel, conciliation and mediation proceedings, and investigation and filing of criminal cases against illegal practitioners; 4. Implements activities related to Regional Coordinating Council (RCC) and other inter-agency convergence programs (e.g., career advocacy, labor market information system, social protection, Public Employment Service Office (PESO), etc.); 5. Recommends for appointment personnel to positions in the first level, casual, contractual and job order employees, and exercises disciplinary actions over them in accordance with the Civil Service Law; 6. Approves claims for benefits under existing laws, sick, vacation and maternity leaves of absence with or without pay for a period not beyond one year, and requests for overtime services; 7. Approves attendance of personnel in conferences, seminars and non-degree training programs within the region, and issues travel orders authorizing employees to travel on official business within the region for a period not exceeding thirty days; 8. Promotes coordination among the regional offices, and establishes and maintains linkages with the local government units and non-government institutions within the area of jurisdiction; 9. Prepares and submits budget proposals for the region to the Central Office, administers the budget control machinery of the regional office, authorizes disbursement of funds pursuant to its approved financial and work programs, including annual budget proposal, regional action plan, work and financial plan, and project procurement management plan; 10. Approves disbursement vouchers (DVs) within the authorized budget allocation for the region and liquidation reports for cash advances; 11. Approves requisition for supplies, materials and equipment, as well as books and periodicals, and other items for the regional office, in accordance with the approved project procurement management plan and annual procurement plan; 12. Negotiates and enters into contracts for services or furnishing supplies, materials and equipment for the regional office involving amounts within the limits authorized by law and the Commission; 13. Recommends to the Commission matters relative to regional office operations and apprise the same on the regional office's financial condition; 14. Conducts individual oath taking; and 15. Performs other duties and functions as may be provided by law or further delegated by the head of agency or other proper authorities concerned.

5	Director III	PRC-DOLEB-DIR3-47-2017	27	Php126,267.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service Professional/Second Level eligibility	Regional Office III	<ol style="list-style-type: none"> 1. Plans, coordinates, directs, controls, and supervises regional office operations and performance of organizational units under the Regional Director, including satellite/off-site service centers; 2. Implements policies, plans, programs, rules, and regulations of the Commission; 3. Supervises the conduct of hearings and investigation of legal cases against erring professionals, examinees violating examination instructions and deputized examination personnel, conciliation and mediation proceedings, and investigation and filing of criminal cases against illegal practitioners; 4. Implements activities related to Regional Coordinating Council (RCC) and other inter-agency convergence programs (e.g., career advocacy, labor market information system, social protection, Public Employment Service Office (PESO), etc.); 5. Recommends for appointment personnel to positions in the first level, casual, contractual and job order employees, and exercises disciplinary actions over them in accordance with the Civil Service Law; 6. Approves claims for benefits under existing laws, sick, vacation and maternity leaves of absence with or without pay for a period not beyond one year, and requests for overtime services; 7. Approves attendance of personnel in conferences, seminars and non-degree training programs within the region, and issues travel orders authorizing employees to travel on official business within the region for a period not exceeding thirty days; 8. Promotes coordination among the regional offices, and establishes and maintains linkages with the local government units and non-government institutions within the area of jurisdiction; 9. Prepares and submits budget proposals for the region to the Central Office, administers the budget control machinery of the regional office, authorizes disbursement of funds pursuant to its approved financial and work programs, including annual budget proposal, regional action plan, work and financial plan, and project procurement management plan; 10. Approves disbursement vouchers (DVs) within the authorized budget allocation for the region and liquidation reports for cash advances; 11. Approves requisition for supplies, materials and equipment, as well as books and periodicals, and other items for the regional office, in accordance with the approved project procurement management plan and annual procurement plan; 12. Negotiates and enters into contracts for services or furnishing supplies, materials and equipment for the regional office involving amounts within the limits authorized by law and the Commission; 13. Recommends to the Commission matters relative to regional office operations and apprise the same on the regional office's financial condition; 14. Conducts individual oath taking; and 15. Performs other duties and functions as may be provided by law or further delegated by the head of agency or other proper authorities concerned.
6	Director III	PRC-DOLEB-DIR3-39-2017	27	Php126,267.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service Professional/Second Level eligibility	Regional Office IV-A	<ol style="list-style-type: none"> 1. Plans, coordinates, directs, controls, and supervises regional office operations and performance of organizational units under the Regional Director, including satellite/off-site service centers; 2. Implements policies, plans, programs, rules, and regulations of the Commission; 3. Supervises the conduct of hearings and investigation of legal cases against erring professionals, examinees violating examination instructions and deputized examination personnel, conciliation and mediation proceedings, and investigation and filing of criminal cases against illegal practitioners; 4. Implements activities related to Regional Coordinating Council (RCC) and other inter-agency convergence programs (e.g., career advocacy, labor market information system, social protection, Public Employment Service Office (PESO), etc.); 5. Recommends for appointment personnel to positions in the first level, casual, contractual and job order employees, and exercises disciplinary actions over them in accordance with the Civil Service Law; 6. Approves claims for benefits under existing laws, sick, vacation and maternity leaves of absence with or without pay for a period not beyond one year, and requests for overtime services; 7. Approves attendance of personnel in conferences, seminars and non-degree training programs within the region, and issues travel orders authorizing employees to travel on official business within the region for a period not exceeding thirty days; 8. Promotes coordination among the regional offices, and establishes and maintains linkages with the local government units and non-government institutions within the area of jurisdiction; 9. Prepares and submits budget proposals for the region to the Central Office, administers the budget control machinery of the regional office, authorizes disbursement of funds pursuant to its approved financial and work programs, including annual budget proposal, regional action plan, work and financial plan, and project procurement management plan; 10. Approves disbursement vouchers (DVs) within the authorized budget allocation for the region and liquidation reports for cash advances; 11. Approves requisition for supplies, materials and equipment, as well as books and periodicals, and other items for the regional office, in accordance with the approved project procurement management plan and annual procurement plan; 12. Negotiates and enters into contracts for services or furnishing supplies, materials and equipment for the regional office involving amounts within the limits authorized by law and the Commission; 13. Recommends to the Commission matters relative to regional office operations and apprise the same on the regional office's financial condition; 14. Conducts individual oath taking; and 15. Performs other duties and functions as may be provided by law or further delegated by the head of agency or other proper authorities concerned.

7	Director III	PRC-DOLEB-DIR3-46-2017	27	Php126,267.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service Professional/Second Level eligibility	Regional Office IV-B	<ol style="list-style-type: none"> 1. Plans, coordinates, directs, controls, and supervises regional office operations and performance of organizational units under the Regional Director, including satellite/off-site service centers; 2. Implements policies, plans, programs, rules, and regulations of the Commission; 3. Supervises the conduct of hearings and investigation of legal cases against erring professionals, examinees violating examination instructions and deputized examination personnel, conciliation and mediation proceedings, and investigation and filing of criminal cases against illegal practitioners; 4. Implements activities related to Regional Coordinating Council (RCC) and other inter-agency convergence programs (e.g., career advocacy, labor market information system, social protection, Public Employment Service Office (PESO), etc.); 5. Recommends for appointment personnel to positions in the first level, casual, contractual and job order employees, and exercises disciplinary actions over them in accordance with the Civil Service Law; 6. Approves claims for benefits under existing laws, sick, vacation and maternity leaves of absence with or without pay for a period not beyond one year, and requests for overtime services; 7. Approves attendance of personnel in conferences, seminars and non-degree training programs within the region, and issues travel orders authorizing employees to travel on official business within the region for a period not exceeding thirty days; 8. Promotes coordination among the regional offices, and establishes and maintains linkages with the local government units and non-government institutions within the area of jurisdiction; 9. Prepares and submits budget proposals for the region to the Central Office, administers the budget control machinery of the regional office, authorizes disbursement of funds pursuant to its approved financial and work programs, including annual budget proposal, regional action plan, work and financial plan, and project procurement management plan; 10. Approves disbursement vouchers (DVs) within the authorized budget allocation for the region and liquidation reports for cash advances; 11. Approves requisition for supplies, materials and equipment, as well as books and periodicals, and other items for the regional office, in accordance with the approved project procurement management plan and annual procurement plan; 12. Negotiates and enters into contracts for services or furnishing supplies, materials and equipment for the regional office involving amounts within the limits authorized by law and the Commission; 13. Recommends to the Commission matters relative to regional office operations and apprise the same on the regional office's financial condition; 14. Conducts individual oath taking; and 15. Performs other duties and functions as may be provided by law or further delegated by the head of agency or other proper authorities concerned.
8	Director III	PRC-DOLEB-DIR3-33-2017	27	Php126,267.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service Professional/Second Level eligibility	Regional Office VI	<ol style="list-style-type: none"> 1. Plans, coordinates, directs, controls, and supervises regional office operations and performance of organizational units under the Regional Director, including satellite/off-site service centers; 2. Implements policies, plans, programs, rules, and regulations of the Commission; 3. Supervises the conduct of hearings and investigation of legal cases against erring professionals, examinees violating examination instructions and deputized examination personnel, conciliation and mediation proceedings, and investigation and filing of criminal cases against illegal practitioners; 4. Implements activities related to Regional Coordinating Council (RCC) and other inter-agency convergence programs (e.g., career advocacy, labor market information system, social protection, Public Employment Service Office (PESO), etc.); 5. Recommends for appointment personnel to positions in the first level, casual, contractual and job order employees, and exercises disciplinary actions over them in accordance with the Civil Service Law; 6. Approves claims for benefits under existing laws, sick, vacation and maternity leaves of absence with or without pay for a period not beyond one year, and requests for overtime services; 7. Approves attendance of personnel in conferences, seminars and non-degree training programs within the region, and issues travel orders authorizing employees to travel on official business within the region for a period not exceeding thirty days; 8. Promotes coordination among the regional offices, and establishes and maintains linkages with the local government units and non-government institutions within the area of jurisdiction; 9. Prepares and submits budget proposals for the region to the Central Office, administers the budget control machinery of the regional office, authorizes disbursement of funds pursuant to its approved financial and work programs, including annual budget proposal, regional action plan, work and financial plan, and project procurement management plan; 10. Approves disbursement vouchers (DVs) within the authorized budget allocation for the region and liquidation reports for cash advances; 11. Approves requisition for supplies, materials and equipment, as well as books and periodicals, and other items for the regional office, in accordance with the approved project procurement management plan and annual procurement plan; 12. Negotiates and enters into contracts for services or furnishing supplies, materials and equipment for the regional office involving amounts within the limits authorized by law and the Commission; 13. Recommends to the Commission matters relative to regional office operations and apprise the same on the regional office's financial condition; 14. Conducts individual oath taking; and 15. Performs other duties and functions as may be provided by law or further delegated by the head of agency or other proper authorities concerned.

9	Director III	PRC-DOLEB-DIR3-27-2017	27	Php126,267.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service Professional/Second Level eligibility	Regional Office VIII	<ol style="list-style-type: none"> 1. Plans, coordinates, directs, controls, and supervises regional office operations and performance of organizational units under the Regional Director, including satellite/off-site service centers; 2. Implements policies, plans, programs, rules, and regulations of the Commission; 3. Supervises the conduct of hearings and investigation of legal cases against erring professionals, examinees violating examination instructions and deputized examination personnel, conciliation and mediation proceedings, and investigation and filing of criminal cases against illegal practitioners; 4. Implements activities related to Regional Coordinating Council (RCC) and other inter-agency convergence programs (e.g., career advocacy, labor market information system, social protection, Public Employment Service Office (PESO), etc.); 5. Recommends for appointment personnel to positions in the first level, casual, contractual and job order employees, and exercises disciplinary actions over them in accordance with the Civil Service Law; 6. Approves claims for benefits under existing laws, sick, vacation and maternity leaves of absence with or without pay for a period not beyond one year, and requests for overtime services; 7. Approves attendance of personnel in conferences, seminars and non-degree training programs within the region, and issues travel orders authorizing employees to travel on official business within the region for a period not exceeding thirty days; 8. Promotes coordination among the regional offices, and establishes and maintains linkages with the local government units and non-government institutions within the area of jurisdiction; 9. Prepares and submits budget proposals for the region to the Central Office, administers the budget control machinery of the regional office, authorizes disbursement of funds pursuant to its approved financial and work programs, including annual budget proposal, regional action plan, work and financial plan, and project procurement management plan; 10. Approves disbursement vouchers (DVs) within the authorized budget allocation for the region and liquidation reports for cash advances; 11. Approves requisition for supplies, materials and equipment, as well as books and periodicals, and other items for the regional office, in accordance with the approved project procurement management plan and annual procurement plan; 12. Negotiates and enters into contracts for services or furnishing supplies, materials and equipment for the regional office involving amounts within the limits authorized by law and the Commission; 13. Recommends to the Commission matters relative to regional office operations and apprise the same on the regional office's financial condition; 14. Conducts individual oath taking; and 15. Performs other duties and functions as may be provided by law or further delegated by the head of agency or other proper authorities concerned.
10	Director III	PRC-DOLEB-DIR3-21-2017	27	Php126,267.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service Professional/Second Level eligibility	Regional Office X	<ol style="list-style-type: none"> 1. Plans, coordinates, directs, controls, and supervises regional office operations and performance of organizational units under the Regional Director, including satellite/off-site service centers; 2. Implements policies, plans, programs, rules, and regulations of the Commission; 3. Supervises the conduct of hearings and investigation of legal cases against erring professionals, examinees violating examination instructions and deputized examination personnel, conciliation and mediation proceedings, and investigation and filing of criminal cases against illegal practitioners; 4. Implements activities related to Regional Coordinating Council (RCC) and other inter-agency convergence programs (e.g., career advocacy, labor market information system, social protection, Public Employment Service Office (PESO), etc.); 5. Recommends for appointment personnel to positions in the first level, casual, contractual and job order employees, and exercises disciplinary actions over them in accordance with the Civil Service Law; 6. Approves claims for benefits under existing laws, sick, vacation and maternity leaves of absence with or without pay for a period not beyond one year, and requests for overtime services; 7. Approves attendance of personnel in conferences, seminars and non-degree training programs within the region, and issues travel orders authorizing employees to travel on official business within the region for a period not exceeding thirty days; 8. Promotes coordination among the regional offices, and establishes and maintains linkages with the local government units and non-government institutions within the area of jurisdiction; 9. Prepares and submits budget proposals for the region to the Central Office, administers the budget control machinery of the regional office, authorizes disbursement of funds pursuant to its approved financial and work programs, including annual budget proposal, regional action plan, work and financial plan, and project procurement management plan; 10. Approves disbursement vouchers (DVs) within the authorized budget allocation for the region and liquidation reports for cash advances; 11. Approves requisition for supplies, materials and equipment, as well as books and periodicals, and other items for the regional office, in accordance with the approved project procurement management plan and annual procurement plan; 12. Negotiates and enters into contracts for services or furnishing supplies, materials and equipment for the regional office involving amounts within the limits authorized by law and the Commission; 13. Recommends to the Commission matters relative to regional office operations and apprise the same on the regional office's financial condition; 14. Conducts individual oath taking; and 15. Performs other duties and functions as may be provided by law or further delegated by the head of agency or other proper authorities concerned.

11	Director III	PRC-DOLEB-DIR3-44-2017	27	Php126,267.00	Master's Degree OR Certificate of Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service Professional/Second Level eligibility	Regional Office XIII	<ol style="list-style-type: none"> 1. Plans, coordinates, directs, controls, and supervises regional office operations and performance of organizational units under the Regional Director, including satellite/off-site service centers; 2. Implements policies, plans, programs, rules, and regulations of the Commission; 3. Supervises the conduct of hearings and investigation of legal cases against erring professionals, examinees violating examination instructions and deputized examination personnel, conciliation and mediation proceedings, and investigation and filing of criminal cases against illegal practitioners; 4. Implements activities related to Regional Coordinating Council (RCC) and other inter-agency convergence programs (e.g., career advocacy, labor market information system, social protection, Public Employment Service Office (PESO), etc.); 5. Recommends for appointment personnel to positions in the first level, casual, contractual and job order employees, and exercises disciplinary actions over them in accordance with the Civil Service Law; 6. Approves claims for benefits under existing laws, sick, vacation and maternity leaves of absence with or without pay for a period not beyond one year, and requests for overtime services; 7. Approves attendance of personnel in conferences, seminars and non-degree training programs within the region, and issues travel orders authorizing employees to travel on official business within the region for a period not exceeding thirty days; 8. Promotes coordination among the regional offices, and establishes and maintains linkages with the local government units and non-government institutions within the area of jurisdiction; 9. Prepares and submits budget proposals for the region to the Central Office, administers the budget control machinery of the regional office, authorizes disbursement of funds pursuant to its approved financial and work programs, including annual budget proposal, regional action plan, work and financial plan, and project procurement management plan; 10. Approves disbursement vouchers (DVs) within the authorized budget allocation for the region and liquidation reports for cash advances; 11. Approves requisition for supplies, materials and equipment, as well as books and periodicals, and other items for the regional office, in accordance with the approved project procurement management plan and annual procurement plan; 12. Negotiates and enters into contracts for services or furnishing supplies, materials and equipment for the regional office involving amounts within the limits authorized by law and the Commission; 13. Recommends to the Commission matters relative to regional office operations and apprise the same on the regional office's financial condition; 14. Conducts individual oath taking; and 15. Performs other duties and functions as may be provided by law or further delegated by the head of agency or other proper authorities concerned.
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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 May 20, 2021.

1. Letter of Intent indicating the position, item number and place of assignment of the position that you are applying for;
2. Fully accomplished **NOTARIZED** Personal Data Sheet (PDS) with recent passport-sized picture and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Certificates of Relevant Trainings and Seminars attended;
7. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
8. 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;
9. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
10. NBI clearance;
11. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
12. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
13. Medical Declaration Form (see below "[Click HERE for the Additional Requirements and Medical Certificate](#)")

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

KHRISTINE S. LABAO
Administrative Officer V (HRMO III)
P. Paredes St. cor N Reyes St., Sampaloc,
Manila
recruitment@prc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.