

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:

JINKY L. DELA CRUZ-PARIL

HRMO

Date: September 8, 2023

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-97-2017	22	Php71,511.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region II (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 establishing and maintaining linkages with government agencies and non-government institutions; 4. Supervises 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; 5. Reviews the Memorandum of Agreement with schools, for signature of the Regional Director; 6. Reviews the list of rooms and building with capacity; 7. Reviews required number of examination personnel and prepares corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; 8. Administers paper-and-pencil and/or computer-based examinations; 9. Reviews and approves 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.
2	Administrative Officer I (Cashier I)	PRC-DOLEB-ADOF1-49-2008	10	Php23,176.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Region II (Finance and Administrative Division)	<ol style="list-style-type: none"> 1. Handles the collection of fees and charges; 2. Balances the receipts issued with the collections; 3. Assists in the preparation of request of certification of deposited collection from the Bureau of Treasury; 4. Assists in the preparation of deposits of collection; 5. Assists in the preparation of summary of daily collections and Statement of Account Current, and reports of collections; and 6. 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 September 29, 2023.

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 (The date of PDS must be within the publication period);
2. Performance Rating (for private employees) or DPCR/IPCR in the last rating period (for government employees);

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 has been 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) (for government employees);
7. Proof of related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);

The following documents will be submitted only by the Top Five (5) Ranked Candidates

8. NBI clearance or proof of application; (for private employees)
9. NBI, CSC, Ombudsman, Sandiganbayan Clearances or proof of application (for government employees);
10. Medical Declaration Form (can be downloaded at PRC website); and
11. Personality Test

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

ATTY. JOSE BERNABE T. PAUIG
OIC-Director, PRC Regional Office II - Tuguegarao City
HRMPSB Chairperson
Regional Government Center, Carig Sur, Tuguegarao
City, Cagayan
THRU : JOY CHRISTY O. PULANGCO
Administrative Officer V (HRMO III)
prc.tuguegarao@gmail.com

PUBLICATION #7

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.