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Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION
Request for Publication of Vacant Positions

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

| 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) | | |
| Attorney III | PRC-DOLEB- ATY3-63-2017 | 21 | Php63,997.00 | Bachelor of Laws | Four (4) hours of relevant training | One (1) year of relevant experience | RA 1080 | N/A | Region III (Regulations Division) | 1. 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; 2. 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; 3. 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; 4. 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; 5. 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; 6. Prepares legal communications and opinions for the Regional Office on matters referred to it; 7. Prepares recommendations on name and citizenship cases of applicants in board examinations; 8. 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; 9. Investigates cases involving Regional Office employees, as may be directed by the Regional Director; 10. Reviews contracts and other legal documents involving the Regional Office; 11. Provides legal advice for work-related complaints against office personnel; and 12. 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 15, 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

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

MR. PAUL H. ABAN

Director III, PRC Regional Office III - San Fernando Cit
HRMPSB Chairperson

Regional Office III - San Fernando City
2nd and 3rd Floor (New) PEO Annex Building
Provincial Capitol Compound, Bgry. Santo Niño
City of San Fernando, Pampanga

THRU : **RACHEL ANN D. CATAP**

Supervising Administrative Officer

rachelann.catap@prc.gov.ph

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PLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.