

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. DE LA 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	Administrative Assistant I	PRC-DOLEB-ADAS1-41-2008	7	Php18,620.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Region V (Office of the Director)	1. Receives calls and guests for the Regional Director; 2. Receives and logs personal and routed letters for the Regional Director and forwards the same for information; 3. Receives and organizes all papers for action of the Regional Director; 4. Schedules and keeps a record of the Regional Director's appointments; 5. Types and encodes communication letters, periodic reports, and other documents for submission to PRC-CO, concerned government agencies, LGUs, and other private organizations; 6. Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and 7. Performs other related functions.
2	Administrative Aide III (Driver I)	PRC-DOLEB-ADA3-56-2008	3	Php14,678.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96-Cat II)	N/A	Region V (Office of the Director)	1. Drives the vehicles of the Regional Director in accordance with approved trip tickets and transports officers and employees with approved Travel Order to their destinations; 2. Prepares trip tickets and records gas consumption and number of kilometers travelled; 3. Attends to/supervises the maintenance and servicing of the vehicle operated; 4. Checks and performs minor repair and troubleshooting of vehicles; 5. Performs messengerial tasks, as requested/needed; and 6. Performs other related functions.
3	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-73-2017	24	Php90,078.00	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	N/A	Region V (Licensure and Registration Section)	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; 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; 3. Assists in recommending plans, policies, programs, guidelines, and standards relative to the processing of licensure and/or registration applications and administration of examinations; 4. Facilitates the establishment and maintenance of linkages with other government agencies and non-government and private institutions; 5. Supervises and monitors the undertaking of administrative preparations for and the conduct of examinations, oath taking, and other official functions; 6. Approves the prepared list of rooms, required number of exam personnel and corresponding office order; 7. Reviews and approves reports and communications; 8. Reviews inventories and records for disposal; and 9. Performs other related functions.

4	Administrative Assistant I	PRC-DOLEB-ADAS1-40-2008	7	Php18,620.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Region V (Licensure and Registration Division-Examination Section)	<ol style="list-style-type: none"> 1. Encodes administrative communications relative to the preparation for the conduct of licensure examinations; 2. Assists in the preparation of examination supplies and materials, as well as the required reports; 3. Assists in the disposal of used and unused examination test papers and booklets and other examination materials, and prepares the report of disposal; 4. Compiles and takes custody of the Personal Data Sheet and records of applicants for room watchers, floor supervisors, building supervisors, and supply officers and aides, as well as attendance supervisors; 5. Prepares room watchers' appointments, IDs, manuals, and other examination paraphernalia; 6. Assists in drafting communication letters 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; 7. Performs other related functions.
5	Administrative Assistant I	PRC-DOLEB-ADAS1-30-2008	7	Php18,620.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Region V (Licensure and Registration Division-Registration Section)	<ol style="list-style-type: none"> 1. Assists in the preparation for and processing of registration of professionals (local and foreign) pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements affecting professionals; 2. Assists in pre-evaluating applications for Special Temporary Permits based on the six (6) categories; 3. Assists in processing applications for initial registration of professionals, including registration without examination, prints and issues Professional Identification Card (PIC) and Certificate of Registration (CoR) upon approval by the Board and the Commission, and prepares reports on the printed and issued PICs and CoRs; 4. Assists in processing applications for conversion of professionals and for the re-issuance of PIC and CoR; 5. Assists in processing applications for renewal of PICs, prints and issues the same if approved, and prepares reports thereon; 6. Assists in processing the authentication of documents (e.g., PIC, CoR, etc.) issued by the Commission; 7. Assists in the processing and issuance of Certificates of Good Standing, Negative/Positive Certification, and other certifications; 8. Assists in processing applications for change of status, change of name, change of date of birth, and other corrections, and transmits updates to the central registry and official database of professionals; 9. Assists in the conduct of mass oath-takings; and 10. Performs other related functions.

6	Accountant III	PRC-DOLEB-A3-56-2017	19	Php51,357.00	Bachelor's degree in Commerce/Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	Region V (Finance and Administrative Division)	1. Prepares financial statements and reports, consolidates monthly report of income, expenditures and allotments of the office, and maintains books of accounts; 2. Handles the withholding and remittance of taxes and the payment of government-mandated contributions (i.e.: PAG-IBIG; PhilHealth; GSIS, etc); 3. Conducts pre-audit of all financial transactions; 4. Implements internal accounting control and recommend improvements, if necessary; 5. Directs and supervises the accounting activities of the Regional Office; 6. Renders technical advice on financial and budgetary matters; 7. Implements administrative and financial policies for the control of allotments, expenditures, and collections; 8. Reviews vouchers, journal vouchers, treasury warrants, requisitions, purchase orders, financial reports, and trial balance before submitting to the supervisor for approval; 9. Monitors fund releases and cash position of the Regional Office; and 10. 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:

MR. SHARO B. LO
Director III, Regional Office V - Legaspi City
HRMPSB Chairperson
Regional Office No. V, Regional Government
Center Site, Rawis, Legaspi City
THRU : **MARY CRIS D. GOYENA**
Administrative Officer V (HRMO III)
prclegazpi.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PUBLICATION # 7