

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

Electronic copy to be submitted to the
CSC FO must be in MS Excel format

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	Professional Regulations Officer II	PRC-DOLEB-PREGO2-62-2008	13	Php31,320.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Region VI (Regulations Division)	1. Assists in the conduct of ocular inspection of firms, schools and establishments, and in the monitoring of educational institutions in the region; 2. Assists in the conduct of stakeholder consultations and capacity-building activities pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements, as well as national qualifications formulation and referencing; 3. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 4. Assists in the implementation, monitoring and evaluation of Continuing Professional Development (CPD) programs in the regions and in the pre-evaluation of applications for accreditation of CPD providers, speakers, and programs, including self-directed learning; 5. Assists in the processing of application for accreditation of professional organizations, firms/corporations and partnerships for the practice of professions, accreditation of training programs and institutions, accreditation of specialty societies and organizations in the regions, and of petition for Change of Status, Change of Date of Birth, and Change/Correction of Name; 6. Assists in the conduct of career advocacy and other regulatory programs in the region; and 7. Performs other related functions.
2	Professional Regulations Officer III	PRC-DOLEB-PREGO3-71-2017	16	Php39,672.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region VI (Licensure and Registration Division- Application Section)	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; 2. Reviews, screens, and evaluates completeness of applications for examinations received, and prints and issues the Notice of Admission; 3. Generates room assignment and list of examinees; 4. Monitors the posting of room assignment in the official regional website; 5. Monitors/evaluates records for inventory and disposal; 6. Checks prepared letters of communication, including replies to online queries, on matters relating to Application Division; 7. Checks and monitors transmittal of list of assignment and PERRCs to Examination Division and the transmittal of documents to and from other Regional Offices; 8. Prepares monthly statistical reports of the section; 9. Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions; 10. Monitors/evaluates records for inventory and disposal; and 11. Performs related functions.

3	Professional Regulations Officer II	PRC-DOLEB-PREGO2-71-2017	13	Php31,320.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Region VI (Licensure and Registration Division- Application Section)	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; 2. Assists in receiving and processing of applications for examination; 3. Reviews, screens, and evaluates completeness of applications for examination received, and prints and issues the Notice of Admission; 4. Assists in the generation of room assignment and list of examinees for endorsement to Examination Section and in the posting of the same in the official regional website; 5. Prepares letters of communication on matters relating to Application Section; 6. Prepares replies to online queries; 7. Monitors/evaluates records for inventory and disposal; 8. Checks requests and transmittal of documents to and from other Regional Offices; and 9. Performs other related functions.
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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 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. ROMEL B. BALISANG
 Director III, PRC Regional Office VI - Iloilo City
 HRMPSB Chairperson
 2nd Floor, Gaisano Iloilo City Center, Benigno Aquino Avenue, San Rafael, Mandurriao, Iloilo City
 THRU **APRIL ROSE P. QUINTILA**
 Administrative Officer V (HRMO III)
prc6.hrofficial@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PUBLICATION # 7