

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

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	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-54-2008	19	Php51,357.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region VIII (Regulations Division)	1. Assists the Division Chief in planning, directing, and controlling operations related to the implementation of regulation policies and programs; 2. Assists in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region, including the provision of staff and logistical support in the conduct of inspection and monitoring of schools, firms and establishments and the submission of written report thereon to the Regional Director; 3. Assists the PRBs in the conduct of stakeholder consultations and capacity building activities relative to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 4. Assists in the review of applications for the accreditation of CPD providers, programs, and speakers, as well as firms, plants and machineries; 5. Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the regions and the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including life-long and self-directed learning; 6. Gives due notice of approval or disapproval of CPD application and keeps records of accredited CPD service providers and programs, as well as credited self-directed/life-long learning activities in the region; 7. Reviews transmittals, reports, documents, and correspondence; 8. Prepares reports and documents for submission to the Regional Director and other oversight government agencies in the region; 9. Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations; and 10. Performs other related functions.
2	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-69-2017	19	Php51,357.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region VIII (Licensure and Registration Division-Examination Section)	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 supervising 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; 4. Conducts ocular inspection of schools, and prepares Memorandum of Agreement; 5. Reviews/verifies list of rooms and building with capacity; 6. Reviews the required number of examination personnel and the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; 7. Coordinates with offices, establishments and agencies to ensure uninterrupted power supply, and with PNP/NBI for security assistance during the conduct of activities related to licensure examinations; 8. Administers paper-and-pencil and/or computer-based examinations; 9. Reviews 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.

3	Professional Regulations Officer I	PRC-DOLEB-PREG01-62-2017	11	Php27,000.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Region VIII (Licensure and Registration Division-Registration Section)	1. Assists in pre-evaluating applications for registration of professionals (local and foreign) pursuant to mutual recognition agreements, reciprocity agreements and other trade in services agreements affecting professionals, and for Special Temporary Permits based on the six (6) categories; 2. 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 printed and issued PIC and CoR; 3. Assists in processing applications for conversion of professionals and re-issuance of PIC and CoR; 4. Assists in processing applications for renewal of PIC, prints and issues the same if approved, and prepares reports thereon; 5. Assists in processing the authentication of documents (e.g., PIC, CoR, etc.) issued by the Commission; 6. Assists in the processing and issuance of Certificates of Good Standing, Negative/Positive Certification, and other certifications; 7. 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; 8. Assists in the conduct of mass oath-taking; and 9. Performs other related functions.
4	Administrative Assistant I	PRC-DOLEB-ADAS1-51-2008	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 VIII (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.

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](http://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. ARMOND M. ENGLIS**  
Director III, PRC Regional Office VIII - Tacloban City  
HRMPSB Chairperson  
Liceo Del Verbo Divino (LVD), New PRC Tacloban Office, Avenida  
Veteranos  
**THRU: DHORIE JANE D. SULLA-GAJE**  
Administrative Officer V (HRMO III)  
prctachrsection@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PUBLICATION # 7