

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. DELACRUZ-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	Attorney III	PRC-DOLEB-ATY3-39-2008	21	Php63,997.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Region XI (Office of the Director)	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.
2	Professional Regulations Assistant	PRC-DOLEB-PREGA-69-2008	8	Php19,744.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Region XI (Regulations Division)	1. 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; 2. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 3. 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; 4. Assists in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region; 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, and accreditation of specialty societies and organizations in the regions; 6. Processes applications/petitions for Change of Status, Change of Date of Birth, and Change/Correction of Name; 7. Assists in the conduct of career advocacy and other regulatory programs in the region; and 8. Performs other related functions.
3	Administrative Aide IV	PRC-DOLEB-ADA4-41-2008	4	Php15,586.00	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 XI (Finance and Administrative Division)	1. Assists in preparing checks/List of Due and Demandable Accounts Payable – Advice to Debit Advice for cash advances and payment accounts payable to creditors; 2. Assists in preparing Cash Vouchers with supporting papers; 3. Assists in preparing the Report of Disbursement, List of Cash items for Liquidation, and Replenishment of Personal Services (PS)/ Maintenance and Other Operating Expenses (MOOE)/ Capital Outlay (CO); 4. Assists in disbursing and liquidating allowances/honoraria and other examination-related expenses; 5. Assists in disbursing and liquidating PS/MOOE/CO; 6. Assists in monitoring the cash position of the Regional Office; 7. Assists in the collection and deposit of fees and charges; and 8. 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.

- 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);
- Performance Rating (for private employees) or DPCR/IPCR in the last rating period (for government employees);
- 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:

MS. RAQUEL R. ABRANTES  
Director III, PRC Regional Office XI - Davao City  
HRMPSB Chairperson  
Calamansi Street Corner 1st Street, Juna Subdivision,  
Matina, Davao City  
THRU : ANGELICA NIÑA T. AJOS  
Administrative Officer V (HRMO III)  
recruitment.prcdavao@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PUBLICATION # 7