

Date: October 21, 2019

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 applicable) (if		
1	Attorney III	PRC-DOLEB-ATY3-64-2017	21	Php57,805.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Region I (Office of the Director)	<ol style="list-style-type: none"> 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; 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; 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; 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; 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; Prepares legal communications and opinions for the Regional Office on matters referred to it; Prepares recommendations on name and citizenship cases of applicants in board examinations; 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; Investigates cases involving Regional Office employees, as may be directed by the Regional Director; Reviews contracts and other legal documents involving the Regional Office; Provides legal advice for work-related complaints against office personnel; and Performs other related functions.
2	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-105-2017	22	Php65,319.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region I (Regulations Division)	<ol style="list-style-type: none"> Assists the Division Chief in planning, directing, and controlling operations related to the implementation of regulation policies and programs; Assists the Division Chief in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region; Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs and policies in the regions, including the compliance of CPD providers, reviews and monitors the approval of applications for accreditation of CPD providers, programs and speakers, as well as firms, plants and machineries, and issues the Certificate of Accreditation thereof; Reviews processed resolutions for COS/COBD/CON, including transmittals, reports, documents, and correspondence/communications; Signs applications for stateboard verification documents; Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region; Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations; Assists in reviewing the performance ratings of supervisors and employees in his section; and Performs other related functions.
3	Professional Regulations Officer III	PRC-DOLEB-PREGO3-94-2017	16	Php33,584.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Region I (Licensure and Registration Division-Application Section)	<ol style="list-style-type: none"> Assists in providing administrative and logistical support to the PRBs in the evaluation of applicant's qualification and implementation of licensure policies and programs; Reviews, screens, and evaluates completeness of applications for examinations received, and prints and issues the Notice of Admission; Generates room assignment and list of examinees; Monitors the posting of room assignment in the official regional website; Monitors/valuates records for inventory and disposal; Checks prepared letters of communication, including replies to online queries, on matters relating to Application Division; Checks and monitors transmittal of list of assignment and PERRCs to Examination Division and the transmittal of documents to and from other Regional Offices; Prepares monthly statistical reports of the section; Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions; Monitors/evaluates records for inventory and disposal; and Performs 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 19-November-2019.

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

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

JILL ROSE S. PEREZ
 Administrative Officer V (HRMO III)
 PRC Regional Office I, Pangasinan-Nueva Vizcaya Road,
 Carmay East, 2441 Rosales, Pangasinan
prc.region1@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.