

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:

ARJAY R. ROSALES  
HRMO

Date: June 2, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment	Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Assistant I	PRC-DOLEB-ADAS1-64-2017	7	Php17,899.00	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 I (Office of the Director)	<ol style="list-style-type: none"> <li>1. Receives calls and guests for the Regional Director;</li> <li>2. Receives and logs personal and routed letters for the Regional Director and forwards the same for information;</li> <li>3. Receives and organizes all papers for action of the Regional Director;</li> <li>4. Schedules and keeps a record of the Regional Director's appointments;</li> <li>5. Types and encodes communication letters, periodic reports, and other documents for submission to PRC-CO, concerned government agencies, LGUs, and other private organizations;</li> <li>6. Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and</li> <li>7. Performs other related functions.</li> </ol>
2	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-97-2017	19	Php49,835.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region I (Licensure and Registration Division- Application Section)	<ol style="list-style-type: none"> <li>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;</li> <li>2. Assists in recommending plans, policies, programs, guidelines, and standards relative to the function of the office;</li> <li>3. Assists in supervising the processing and issuance of applications for licensure examinations;</li> <li>4. Provides feedbacks for applicants with discrepancies, and conditionally approves applications;</li> <li>5. Checks the accuracy of list of examinees and room assignment;</li> <li>6. Monitors the posting of room assignment;</li> <li>7. Reviews letters of communication, including replies to online queries, on matters relating to Application Section;</li> <li>8. Monitors transmittal of list of assignment and PERRCS to Examination Section and the transmittal of documents to and from other Regional Offices;</li> <li>9. Reviews monthly statistical reports of the section;</li> <li>10. Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions;</li> <li>11. Reviews records for disposal; and</li> <li>12. Performs other related functions.</li> </ol>
3	Professional Regulations Assistant	PRC-DOLEB-PREGA-68-2017	8	Php18,998.00	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 I (Licensure and Registration Division- Application Section)	<ol style="list-style-type: none"> <li>1. Receives, screens, evaluates, and processes applications for examination, and prints and issues the Notice of Admission;</li> <li>2. Assists in reviewing applications for examination;</li> <li>3. Assists in the maintenance and inventory of files/records of the section;</li> <li>4. Assists in endorsing the list of examinees, room assignment, and PERRCs of examinees to the Examination Section;</li> <li>5. Assists in the posting of rooms assignment in the official regional website;</li> <li>6. Assists in preparing requests and in transmitting to other Regional Offices PERRCs and other pertinent documents; and</li> <li>7. Performs other related functions.</li> </ol>
4	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-98-2017	19	Php49,835.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region I (Licensure and Registration Division- Examination Section)	<ol style="list-style-type: none"> <li>1. Provides administrative and logistical support to the PRBs in the conduct of licensure examinations and implementation of licensure policies and programs;</li> <li>2. Assists in recommending plans, policies, programs, guidelines, and standards relative to the administration of examinations;</li> <li>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;</li> <li>4. Conducts ocular inspection of schools, and prepares Memorandum of Agreement;</li> <li>5. Reviews/verifies list of rooms and building with capacity;</li> <li>6. Reviews the required number of examination personnel and the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination;</li> <li>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;</li> <li>8. Administers paper-and-pencil and/or computer-based examinations;</li> <li>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</li> <li>10. Performs other related functions.</li> </ol>

5	Administrative Officer III (Supply Officer II)	PRC-DOLEB-ADOF3-78-2017	14	Php32,321.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region I (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Provides procurement and supply and property management services, including the preparation of the Regional Project Procurement and Management Plan (PPMP);</li> <li>2. Acts as member of the Secretariat to the Regional Bids and Awards Committee and the Inventory and Disposal Committee in the disposal of unserviceable equipment and properties;</li> <li>3. Provides general services, including building/facilities administration and maintenance;</li> <li>4. Coordinates and provides transportation requirements of licensure examination and regulatory functions in the region;</li> <li>5. Prepares necessary documents/attachments related to the procurement of office supplies/materials and equipment, and for repairs and maintenance of office vehicles;</li> <li>6. Coordinates the annual inventory of office equipment/properties and monthly inventory of office supplies and materials, and submits corresponding reports;</li> <li>7. Checks deliveries of office supplies/materials and equipment, and stores and issues the same to concerned offices upon receipt of request;</li> <li>8. Maintains individual records of all purchased supplies, materials, and equipment, and issues accountability receipts to individual employees;</li> <li>9. Processes necessary documents relative to the renewal of Insurance Registration/License and process claims; and</li> <li>10. Performs other related functions.</li> </ol>
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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 July 2, 2022.

1. Fully accomplished 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);
2. Performance rating in the last rating period (if applicable);
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 is presently 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)**;
7. A certification issued by the HR/Administrative Officer that the applicant has been performing supervisory/ managerial functions and managing a number of staff for a number of years; **(Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Supervising Administrative Officer, Supervising Professional Regulations Officer, Information Technology Officer III positions)**;
8. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
9. NBI clearance: **(for private employees)**
10. NBI, CSC, Ombudsman, Sandiganbayan Clearances **(for government employees)**;
11. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer **(for private employees)**; and
12. Medical Declaration Form **(can be downloaded at PRC website)**

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

JILL ROSE S. PEREZ  
Administrative Officer V (HRMO III)  
 National Government Center Carmay East Rosales Pangasinan  
[prcro1.hr@gmail.com](mailto:prcro1.hr@gmail.com) OR [prcregionalapplications@gmail.com](mailto:prcregionalapplications@gmail.com)

**PUBLICATION # 4**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.