

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

Date:

August 25, 2020

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 III	PRC-DOLEB-PREGO3-90-2017	16	Php35,106.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Region II (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, and, upon approval by the Board and the Commission, supervises the printing and issuance of Professional Identification Card (PIC) and Certificate of Registration (CoR); 3. Assists in processing applications for conversion of professionals and for issuance of PIC and CoR; 4. Assists in processing applications for renewal of PIC; 5. Assists in 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; 9. Prepares reports and documents submitted to the Regional Director and other oversight government agencies in the region; and 10. 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 24-September-2020.

1. 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;
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.

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

JOY CHRISTY O. PULANGCO
 Administrative Officer V (HRMO III)
 Regional Government Center, Carig Sur, Tuguegarao
 City, Cagayan
prc.tuguegarao@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.