

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: November 29, 2021

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 Assistant	PRC-DOLEB-PREGA-67-2017	8	Php18,251.00	Completion of two-year studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Region III (Regulation 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.
2	Supervising Administrative Officer	PRC-DOLEB-SADOF-59-2017	22	Php68,415.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region III (Finance and Administrative Division)	1. Plans and coordinates the formulation of strategic and annual plans of the Regional Office, and regularly monitors and evaluates the progress of implementation, including GAD and other special projects; 2. Assists in the preparation of regional action plan, office performance and commitment review, and work and financial plan; 3. Monitors and reviews the performance of regional operating units in terms of targets set and accomplishment, and provides effective feedback mechanisms that will identify the issues and problems affecting regional operations; 4. Collaborates, networks, and coordinates with LIAs, LGUs, and other concerned stakeholders in government to gain support and high impact in the delivery of services and other related activities; 5. Consolidates the monthly, quarterly, and semi-annual physical and financial accomplishments vis-à-vis the physical and financial targets for submission to the Planning, Management and Financial Service Director; 6. Provides planning assistance to other line divisions/units for synchronization towards the overall direction and thrusts of the Regional Office; 7. Handles public information and assistance and communications; 8. Prepares Certifications of Performance of Schools in various licensure examinations; and 9. 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 December 14, 2021.

- Letter of Intent indicating the position, item number and place of assignment of the position that you are applying for;
- Fully accomplished **NOTARIZED** Personal Data Sheet (PDS) with recent passport-sized picture and **Work Experience Sheet** (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;
- Photocopy of Transcript of Records;
- Certificates of Relevant Trainings and Seminars attended;
- Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
- 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;
- Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
- NBI clearance;
- CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
- Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
- Medical Declaration Form (see below "**Click HERE for the Additional Requirements and Medical Certificate**")

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

RACHEL ANN D. CATAP
Administrative Officer V (HRMO III)

Regional Office III - San Fernando City
2nd and 3rd Floor (New) PEO Annex Building
Provincial Capitol Compound, Bgry. Santo Niño
City of San Fernando, Pampanga
prcregion3.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.