

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: May 12, 2022

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-PREGO3-87-2017	16	Php38,150.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region III (Regulations Division)	1. Assists in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region; 2. Assists in the conduct of stakeholder consultations and capacity-building activities pursuant to mutual recognition agreements, reciprocity agreements and other trade in services agreements, and national qualifications formulation and referencing; 3. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 4. Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the regions and the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including lifelong and self-directed learning; 5. Provides the CPD applicants the status of CPD application received from the CPD Council for updates; 6. Assists in the processing of application for the accreditation of professional organizations, firms/corporations and partnerships for the practice of professions, the accreditation of training programs and institutions, and the accreditation of specialty societies and organizations in the regions; 7. Prepares reports and documents for submission to the Regional Director and other oversight government agencies in the region; 8. Assists in the conduct of career advocacy and other regulatory programs in the region; and 9. Performs other related functions.
2	Professional Regulations Assistant	PRC-DOLEB-PREGA-65-2017	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 III (Licensure and Registration Division-Examination Section)	1. Assists in 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; 2. Assists in conducting ocular inspection of schools and in preparing the Memorandum of Agreement; 3. Prepares the list of rooms and building with capacity; 4. Assists in drafting the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; 5. Assists in drafting and/or delivering communication for offices, establishments and agencies regarding the provision of uninterrupted power supply, and for PNP/INBI for security assistance during the conduct of activities related to licensure examinations; 6. Assists in the conduct of examinations; 7. Assists in the preparation of reports on the conduct of examination with policy/program/procedural recommendations, as well as the accomplishment and other reports of the division; 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 June 11, 2022.

- 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 (**Note: Date of PDS must be within the Publication Date**);
- Performance rating in the **last rating period** (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- 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 (**Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Information Technology Officer III positions**);
- 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**);
- Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
- NBI clearance: (**for private employees**);
- NBI, CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
- Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer (**for private employees**); and
- Medical Declaration Form (**can be downloaded at PRC website**)

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 OR prcregionalapplications@gmail.com

PUBLICATION # 3

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.