

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	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-92-2017	22	Php69,963.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region III (Licensure and Registration Division-Examination Section)	<ol style="list-style-type: none"> Provides administrative and logistical support to the PRBs in the conduct of licensure examinations and implementation of licensure policies and programs; Assists in recommending plans, policies, programs, guidelines, and standards relative to the administration of examinations; Assists in establishing and maintaining linkages with government agencies and non-government institutions; Supervises 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; Reviews the Memorandum of Agreement with schools, for signature of the Regional Director; Reviews the list of rooms and building with capacity; Reviews required number of examination personnel and prepares corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; Administers paper-and-pencil and/or computer-based examinations; Reviews and approves reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the division; and Performs other related functions.
2	Professional Regulations Officer III	PRC-DOLEB-PREGO3-85-2017	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 (Licensure and Registration Division-Examination Section)	<ol style="list-style-type: none"> Undertakes 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; Assists in conducting ocular inspection of schools, and prepares Memorandum of Agreement; Assists in the disposal and/or shredding of used examination test papers, test booklets, and examination materials; Drafts the list of rooms and building with capacity; Reviews request letters, issuances, and other communications; Drafts/prepares the required number of examination personnel and the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; Drafts/prepares communications for offices, establishments and agencies regarding the provision of uninterruptible power supply, and for PNP/NBI for security assistance during the conduct of activities related to licensure examinations; Assists in administering the paper-and-pencil and/or computer-based examinations; Drafts reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the divisions; and 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 July 2, 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 # 4

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.