

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: September 28, 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	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-75-2017	24	Php86,742.00	Master's Degree or Certificate of Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Region IV-B (Licensure and Registration Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in providing administrative and logistical support to the PRBs in the evaluation of exam applicant's qualification, conduct of licensure examinations, and implementation of licensure policies and programs;</li> <li>2. Assists the Regional Director in planning, directing, and controlling regional operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration;</li> <li>3. Assists in recommending plans, policies, programs, guidelines, and standards relative to the processing of licensure and/or registration applications and administration of examinations;</li> <li>4. Facilitates the establishment and maintenance of linkages with other government agencies and non-government and private institutions;</li> <li>5. Supervises and monitors the undertaking of administrative preparations for and the conduct of examinations, oath taking, and other official functions;</li> <li>6. Approves the prepared list of rooms, required number of exam personnel and corresponding office order;</li> <li>7. Reviews and approves reports and communications;</li> <li>8. Reviews inventories and records for disposal; and</li> <li>9. Performs other related functions.</li> </ol>
2	Chief Administrative Officer	PRC-DOLEB-CADOF-58-2017	24	Php86,742.00	Master's Degree or Certificate of Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Region IV-B (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in planning and supervising the financial and administrative operations of the regional office;</li> <li>2. Directs and supervises the preparation of financial and administrative reports, documents, and correspondence;</li> <li>3. Prepares and submits regular reports, including special reports and documents, to the Commission, DBM, Commission on Audit, Civil Service Commission, and other oversight government agencies;</li> <li>4. Monitors and evaluates the implementation of financial management and administrative policies and programs, and recommend policies and programs to improve regional operations;</li> <li>5. Supervises the formulation of annual work and financial plan, physical target, accomplishment report, and planning tool of the Regional Office;</li> <li>6. Encourages or causes the participation of staff in the conduct of disaster management activities in the Region or in nationwide campaign;</li> <li>7. Reviews and approves the posting of regional website contents; and</li> <li>8. Performs other related functions.</li> </ol>

3	Supervising Administrative Officer	PRC-DOLEB-SADOF-57-2017	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 IV-B (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>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;</li> <li>2. Assists in the preparation of regional action plan, office performance and commitment review, and work and financial plan;</li> <li>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;</li> <li>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;</li> <li>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;</li> <li>6. Provides planning assistance to other line divisions/units for synchronization towards the overall direction and thrusts of the Regional Office;</li> <li>7. Handles public information and assistance and communications;</li> <li>8. Prepares Certifications of Performance of Schools in various licensure examinations; and</li> <li>9. Performs other related functions.</li> </ol>
4	Accountant III	PRC-DOLEB-A3-57-2017	19	Php48,313.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	Region IV-B (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Prepares financial statements and reports, consolidates monthly report of income, expenditures and allotments of the office, and maintains books of accounts;</li> <li>2. Handles the withholding and remittance of taxes and the payment of government-mandated contributions (i.e.: PAG-IBIG; PhilHealth; GSIS, etc);</li> <li>3. Conducts pre-audit of all financial transactions;</li> <li>4. Implements internal accounting control and recommend improvements, if necessary;</li> <li>5. Directs and supervises the accounting activities of the Regional Office;</li> <li>6. Renders technical advice on financial and budgetary matters;</li> <li>7. Implements administrative and financial policies for the control of allotments, expenditures, and collections;</li> <li>8. Reviews vouchers, journal vouchers, treasury warrants, requisitions, purchase orders, financial reports, and trial balance before submitting to the supervisor for approval;</li> <li>9. Monitors fund releases and cash position of the Regional Office; and</li> <li>10. Performs other related functions.</li> </ol>
5	Administrative Officer V (Supply Officer III)	PRC-DOLEB-ADOF5-77-2017	18	Php43,681.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	Region IV-B (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>

6	Administrative Officer III (Cashier II)	PRC-DOLEB-ADOF3-69-2017	14	Php30,799.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	Region IV-B (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Supervises the collection and handles the deposit of fees and charges;</li> <li>2. Supervises the balancing of the receipts issued with the collections;</li> <li>3. Prepares reports of collections (Daily Report of Collection, Abstract of Collection, Summary of the entire collection and transaction of mobile services, Summary of Collection and Deposits for the Bureau of Treasury);</li> <li>4. Prepares request for certification of deposited collection from the Bureau of Treasury;</li> <li>5. Prepares the summary of daily collections and Statement of Account Current;</li> <li>6. Prepares collections and deposit slips;</li> <li>7. Handles the custody of accountable forms and bond of accountable officers;</li> <li>8. Prepares cash vouchers with supporting documents/papers;</li> <li>9. Disburses funds for all activities in the Regional Office operations;</li> <li>10. Prepares report of disbursement/list of cash items for liquidation/replenishment of MOOE; and</li> <li>11. 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 October 28, 2021.

1. Letter of Intent indicating the position, item number and place of assignment of the position that you are applying for;
2. 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](http://www.csc.gov.ph);
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Certificates of Relevant Trainings and Seminars attended;
7. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
8. 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;
9. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
10. NBI clearance;
11. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
12. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
13. 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:

EMALRUED JOHN C. FALOGME  
 Administrative Officer V (HRMO III)  
 PRC Service Center Palawan, PRC Office 2nd Floor Robinson's  
 Place, Puerto Prinsesa, Palawan City  
[ro4b@prc.gov.ph](mailto:ro4b@prc.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.