

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 | Attorney IV | PRC-DOLEB-ATY4-68-2017 | 23 | Php76,907.00 | Bachelor of Laws | Eight (8) hours of relevant training | Two (2) years of relevant experience | RA 1080 | | Region IV-B (Office of the Director) | <ol style="list-style-type: none"> 1. Serves as Conciliator-Mediator, receives, evaluates and docket the assigned case, assists the parties in preparing and drafting compromise agreement reached by the parties, and remands unresolved cases through the Regional Director; 2. Conducts investigation and acts as hearing officer in assigned administrative cases, acts on motions/manifestations raised by the parties, and drafts orders, decisions and resolutions; 3. Assists in the prosecution of cases assigned by the Regional Director regarding any violation in the practice of the profession/criminal laws, in collaboration with the Department of Justice; 4. Evaluates any criminal complaint filed personally or online and recommends legal action to the Regional Director (endorse the case to NBI or directly file the case with the prosecutors office and/or any quasi-judicial bodies), monitors the development of cases and complies with the orders from the prosecutors office, hearing officers, or the courts, and attends hearings and assists witnesses; 5. Prosecutes motu proprio cases initiated by the Commission or the Professional Regulatory Boards (PRBs), prepares summons, subpoena, and formal charge against the respondent, requires the respondent and the assigned special prosecutor to submit position paper, and drafts the case decision for approval of the PRB; 6. Prepares and/or reviews legal communications and opinions for the Regional Office on matters referred to it; 7. Prepares and/or reviews recommendations on name and citizenship cases of applicants in board examinations; 8. Issues Certificate of No Derogatory Record/Certificate of No Pending Case in the Region, or Certification on the Status of Case handled in the Region; 9. Investigates cases involving Regional Office employees, as may be directed by the Regional Director; 10. Reviews contracts and other legal documents involving the Regional Office; 11. Provides legal advice for work-related complaints against office personnel; and 12. Performs other related functions. |

| | | | | | | | | | | | |
|---|--|--------------------------|----|--------------|--|--|---|--|--|--------------------------------------|--|
| 2 | Attorney III | PRC-DOLEB-ATY3-62-2017 | 21 | Php60,901.00 | Bachelor of Laws | Four (4) hours of relevant training | One (1) year of relevant experience | RA 1080 | | Region IV-B (Office of the Director) | <ol style="list-style-type: none"> 1. Serves as Conciliator-Mediator, receives, evaluates and docket the assigned case, assists the parties in preparing and drafting compromise agreement reached by the parties, and remands unresolved cases through the Regional Director; 2. Conducts investigation and acts as hearing officer in assigned administrative cases, acts on motions/manifestations raised by the parties, and drafts orders, decisions and resolutions; 3. Assists in the prosecution of cases assigned by the Regional Director regarding any violation in the practice of the profession/criminal laws, in collaboration with the Department of Justice; 4. Evaluates any criminal complaint filed personally or online and recommends legal action to the Regional Director (endorse the case to NBI or directly file the case with the prosecutors office and/or any quasi-judicial bodies), monitors the development of cases and complies with the orders from the prosecutors office, hearing officers, or the courts, and attends hearings and assists witnesses; 5. Prosecutes motu proprio cases initiated by the Commission or the Professional Regulatory Boards (PRBs), prepares summons, subpoena, and formal charge against the respondent, requires the respondent and the assigned special prosecutor to submit position paper, and drafts the case decision for approval of the PRB; 6. Prepares legal communications and opinions for the Regional Office on matters referred to it; 7. Prepares recommendations on name and citizenship cases of applicants in board examinations; 8. Issues Certificate of No Derogatory Record/Certificate of No Pending Case in the Region, or Certification on the Status of Case handled in the Region; 9. Investigates cases involving Regional Office employees, as may be directed by the Regional Director; 10. Reviews contracts and other legal documents involving the Regional Office; 11. Provides legal advice for work-related complaints against office personnel; and 12. Performs other related functions. |
| 3 | Chief Professional Regulations Officer | PRC-DOLEB-CPREGO-76-2017 | 24 | Php86,742.00 | Master's Degree of 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 (Regulations Division) | <ol style="list-style-type: none"> 1. Assists the Regional Director in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region; 2. Recommends to PRBs schools and firms/establishments for inspection and coordinates MRA Road Mapping and capacity-building activities; 3. Assist the PRBs in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the region and the pre-evaluation of applications for accreditation of CPD providers, programs, and speaker, including self-directed learning activities; 4. Assists the PRBs 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 registration in accordance with mutual recognition agreements and other trade in services agreements, and of applications for Special Temporary Permits, initial registration, renewal of PIC, registration without examination, and conversion of specific professions; 6. Signs application for stateboard verification document; 7. Assists the PRBs in the conduct of career advocacy programs and other regulatory programs; 8. Directs and supervises the preparation of reports, documents, and correspondence; 9. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region; 10. Monitors and evaluates the implementation of regulation policies and programs, and recommends policies and programs to improve regional operations; 11. Assists in establishing and maintaining linkages with government agencies, non-government institutions, and private institutions; 12. Reviews and confirms the performance ratings of supervisors and employees in his division; and 13. Performs other related functions. |

| | | | | | | | | | | |
|---|--|---------------------------|----|--------------|-------------------|---|--|---|--|--|
| 4 | Supervising Professional Regulations Officer | PRC-DOLEB-SVPREGO-86-2017 | 22 | Php68,415.00 | Bachelor's Degree | Sixteen (16) hours of relevant training | Three (3) years of relevant experience | Career Service (Professional) Second Level Eligibility | Region IV-B (Regulations Division) | <ol style="list-style-type: none"> 1. Assists the Division Chief in planning, directing, and controlling operations related to the implementation of regulation policies and programs; 2. Assists the Division Chief in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region; 3. Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs and policies in the regions, including the compliance of CPD providers, reviews and monitors the approval of applications for accreditation of CPD providers, programs and speakers, as well as firms, plants and machineries, and issues the Certificate of Accreditation thereof; 4. Reviews processed resolutions for COS/COBD/CON, including transmittals, reports, documents, and correspondence/communications; 5. Signs applications for stateboard verification documents; 6. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region; 7. Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations; 8. Assists in reviewing the performance ratings of supervisors and employees in his section; and 9. Performs other related functions. |
| 5 | Senior Professional Regulations Officer | PRC-DOLEB-SRPREGO-80-2017 | 19 | Php48,313.00 | Bachelor's Degree | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) Second Level Eligibility | Region IV-B (Licensure and Registration Division-Application Section) | <ol style="list-style-type: none"> 1. Assists in providing administrative and logistical support to the PRBs in the evaluation of applicant's qualification and implementation of licensure policies and programs; 2. Assists in recommending plans, policies, programs, guidelines, and standards relative to the function of the office; 3. Assists in supervising the processing and issuance of applications for licensure examinations; 4. Provides feedbacks for applicants with discrepancies, and conditionally approves applications; 5. Checks the accuracy of list of examinees and room assignment; 6. Monitors the posting of room assignment; 7. Reviews letters of communication, including replies to online queries, on matters relating to Application Section; 8. Monitors transmittal of list of assignment and PERRCS to Examination Section and the transmittal of documents to and from other Regional Offices; 9. Reviews monthly statistical reports of the section; 10. Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions; 11. Reviews records for disposal; and 12. Performs other related functions. |
| 6 | Senior Professional Regulations Officer | PRC-DOLEB-SRPREGO-82-2017 | 19 | Php48,313.00 | Bachelor's Degree | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) Second Level Eligibility | Region IV-B (Licensure and Registration Division-Registration Section) | <ol style="list-style-type: none"> 1. Assists in planning, directing, and controlling 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; 2. Approves/signs Certificates of Good Standing, authentications, and petitions for correction of entries; 3. Processes registration without exam and application for conversion of professional license; 4. Reviews/verifies petitions for correction of entries; 5. Drafts reports and documents submitted to the Regional Director and other oversight government agencies in the region; 6. Represents the office in court hearings in response to subpoena duces tecum; 7. Assists in monitoring and evaluating the implementation of registration policies and programs, and recommends policies and programs to improve regional operations; 8. Assists in reviewing the performance ratings of supervisors and employees in his section; and 9. Performs other related functions. |

| | | | | | | | | | | | |
|---|---|-------------------------|----|--------------|---|--------------------------------------|--------------------------------------|---|--|---|---|
| 7 | 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"> 1. Prepares financial statements and reports, consolidates monthly report of income, expenditures and allotments of the office, and maintains books of accounts; 2. Handles the withholding and remittance of taxes and the payment of government-mandated contributions (i.e.: PAG-IBIG; PhilHealth; GSIS, etc); 3. Conducts pre-audit of all financial transactions; 4. Implements internal accounting control and recommend improvements, if necessary; 5. Directs and supervises the accounting activities of the Regional Office; 6. Renders technical advice on financial and budgetary matters; 7. Implements administrative and financial policies for the control of allotments, expenditures, and collections; 8. Reviews vouchers, journal vouchers, treasury warrants, requisitions, purchase orders, financial reports, and trial balance before submitting to the supervisor for approval; 9. Monitors fund releases and cash position of the Regional Office; and 10. Performs other related functions. |
| 8 | 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"> 1. Supervises the collection and handles the deposit of fees and charges; 2. Supervises the balancing of the receipts issued with the collections; 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); 4. Prepares request for certification of deposited collection from the Bureau of Treasury; 5. Prepares the summary of daily collections and Statement of Account Current; 6. Prepares collections and deposit slips; 7. Handles the custody of accountable forms and bond of accountable officers; 8. Prepares cash vouchers with supporting documents/papers; 9. Disburses funds for all activities in the Regional Office operations; 10. Prepares report of disbursement/list of cash items for liquidation/replenishment of MOOE; and 11. 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.

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;
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)
2nd Floor Grand Central Terminal, Ilayang Dupay, Lucena City, 4301
[PRC Service Center Palawan, PRC Office 2nd Floor Robinson's Place,](#)
[Puerto Prinsesa, Palawan City](#)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.