

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: December 22, 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	N/A	Region IV-B (Licensure and Registration Division)	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; 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; 3. Assists in recommending plans, policies, programs, guidelines, and standards relative to the processing of licensure and/or registration applications and administration of examinations; 4. Facilitates the establishment and maintenance of linkages with other government agencies and non-government and private institutions; 5. Supervises and monitors the undertaking of administrative preparations for and the conduct of examinations, oath taking, and other official functions; 6. Approves the prepared list of rooms, required number of exam personnel and corresponding office order; 7. Reviews and approves reports and communications; 8. Reviews inventories and records for disposal; and 9. Performs other related functions.
2	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	N/A	Region IV-B (Finance and Administrative Division)	1. Provides procurement and supply and property management services, including the preparation of the Regional Project Procurement and Management Plan (PPMP); 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; 3. Provides general services, including building/facilities administration and maintenance; 4. Coordinates and provides transportation requirements of licensure examination and regulatory functions in the region; 5. Prepares necessary documents/attachments related to the procurement of office supplies/materials and equipment, and for repairs and maintenance of office vehicles; 6. Coordinates the annual inventory of office equipment/properties and monthly inventory of office supplies and materials, and submits corresponding reports; 7. Checks deliveries of office supplies/materials and equipment, and stores and issues the same to concerned offices upon receipt of request; 8. Maintains individual records of all purchased supplies, materials, and equipment, and issues accountability receipts to individual employees; 9. Processes necessary documents relative to the renewal of Insurance Registration/License and process claims; and 10. 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 January 6, 2022.

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (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; and
- 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 (can be downloaded at PRC website)

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 OR prcregionalapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.