

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: February 7, 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	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-76-2017	24	Php88,410.00	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 (Regulation 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.
2	Accountant III	PRC-DOLEB-A3-57-2017	19	Php49,835.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	N/A	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.

3	Administrative Officer III (Cashier II)	PRC-DOLEB-ADOF3-69-2017	14	Php32,321.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region IV-B (Finance and Administrative Division)	<ol style="list-style-type: none"> Supervises the collection and handles the deposit of fees and charges; Supervises the balancing of the receipts issued with the collections; 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); Prepares request for certification of deposited collection from the Bureau of Treasury; Prepares the summary of daily collections and Statement of Account Current; Prepares collections and deposit slips; Handles the custody of accountable forms and bond of accountable officers; Prepares cash vouchers with supporting documents/papers; Disburses funds for all activities in the Regional Office operations; Prepares report of disbursement/list of cash items for liquidation/replenishment of MOOE; and Performs other related functions.
4	Chief Administrative Officer	PRC-DOLEB-CADOF-58-2017	24	Php88,410.00	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 (Finance and Administrative Division)	<ol style="list-style-type: none"> Assists the Regional Director in planning and supervising the financial and administrative operations of the regional office; Directs and supervises the preparation of financial and administrative reports, documents, and correspondence; 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; Monitors and evaluates the implementation of financial management and administrative policies and programs, and recommend policies and programs to improve regional operations; Supervises the formulation of annual work and financial plan, physical target, accomplishment report, and planning tool of the Regional Office; Encourages or causes the participation of staff in the conduct of disaster management activities in the Region or in nationwide campaign; Reviews and approves the posting of regional website contents; and Performs other related functions.
5	Administrative Officer V (Supply Officer III)	PRC-DOLEB-ADOF5-77-2017	18	Php45,203.00	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)	<ol style="list-style-type: none"> Provides procurement and supply and property management services, including the preparation of the Regional Project Procurement and Management Plan (PPMP); 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; Provides general services, including building/facilities administration and maintenance; Coordinates and provides transportation requirements of licensure examination and regulatory functions in the region; Prepares necessary documents/attachments related to the procurement of office supplies/materials and equipment, and for repairs and maintenance of office vehicles; Coordinates the annual inventory of office equipment/properties and monthly inventory of office supplies and materials, and submits corresponding reports; Checks deliveries of office supplies/materials and equipment, and stores and issues the same to concerned offices upon receipt of request; Maintains individual records of all purchased supplies, materials, and equipment, and issues accountability receipts to individual employees; Processes necessary documents relative to the renewal of Insurance Registration/License and process claims; 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 March 9, 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
rc4b@prc.gov.ph OR prcregionalapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.