

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: August 8, 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	Attorney III	PRC-DOLEB-ATY3-62-2017	21	Php62,449.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Region IV-B (Office of the Director)	<ol style="list-style-type: none"> 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; 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; 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; 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; 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; Prepares legal communications and opinions for the Regional Office on matters referred to it; Prepares recommendations on name and citizenship cases of applicants in board examinations; 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; Investigates cases involving Regional Office employees, as may be directed by the Regional Director; Reviews contracts and other legal documents involving the Regional Office; Provides legal advice for work-related complaints against office personnel; and Performs other related functions.
2	Chief Administrative Officer	PRC-DOLEB-CADOF3-58-2017	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.
3	Administrative Officer III (Records Officer II)	PRC-DOLEB-ADOF3-68-2017	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"> Provides records management and archival services, and handles the disposal of valueless records in accordance with approved Records Retention and Disposal Schedule (RRDS) of the Commission and in coordination with the National Archive of the Philippines (NAP); Works for digitization and acts as custodian of all records/documents, ensuring that proper protection and maintenance is observed and implemented; Undertakes the disposal of used examination test questionnaires, test booklets, and other examination materials; Acts on license verification and validation of Filipino professionals with foreign employers or with potential employment abroad; Processes applications for DFA and local authentications; Issues certificates (i.e., Passing, Board rating, etc.); Maintains custody of records of applications for examinations, conduct of examination reports, and other official records and documents based on the RRDS; Represents the office in court hearings in response to subpoena duces tecum; Handles the receipt of incoming and the release of outgoing communications and cargoes; 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 August 23, 2022.

- Fully accomplished 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;
- 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;

6. 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);
7. 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);
8. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
9. NBI clearance: **(for private employees)**
10. NBI, CSC, Ombudsman, Sandiganbayan Clearances **(for government employees);**
11. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer **(for private employees)** ; and
12. 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)
5th flr., PRC Annex Bldg., P. Paredes St., Sampaloc Manila
ro4b@prc.gov.ph OR prcregionalapplications@gmail.com

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.