

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: May 12, 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	Administrative Assistant I	PRC-DOLEB-ADAS1-61-2017	7	Php17,899.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Region IX (Office of the Director)	1. Receives calls and guests for the Regional Director; 2. Receives and logs personal and routed letters for the Regional Director and forwards the same for information; 3. Receives and organizes all papers for action of the Regional Director; 4. Schedules and keeps a record of the Regional Director's appointments; 5. Types and encodes communication letters, periodic reports, and other documents for submission to PRC-CO, concerned government agencies, LGUs, and other private organizations; 6. Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and 7. Performs other related functions.
2	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-68-2017	22	Php69,963.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region IX (Licensure and Registration Division-Application Section)	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. Supervises the processing and issuance of applications for licensure examinations; 4. Provides feedbacks for applicants with discrepancies, and conditionally approves applications; 5. Provides assistance in establishing and maintaining linkages with other government agencies and non-government and private institutions; 6. Supervises the endorsement of list of examinees, room assignment, and PERRC to the Examination Section; 7. Supervises the posting of the list of room assignments; 8. Reviews communication letters and monthly reports of the Application Section; 9. Reviews records for disposal; 10. Reviews communications regarding applicant's academic record with Higher Education Institutions (HEIs) and other relevant agencies/organizations prior to inclusion in the list of qualified applicants; 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 June 11, 2022.

- Fully accomplished and **NOTARIZED 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](http://www.csc.gov.ph) (**Note: Date of PDS must be within the Publication Date**);
- 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;
- 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**);
- 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**);
- Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
- NBI clearance; (**for private employees**);
- NBI, CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
- Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer (**for private employees**); 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:

**LOVELLA D. GEÑOSO - BELARGA**  
Administrative Officer V (HRMO III)  
4th Floor, C3 Bldg., Rizal Avenue, Pagadian City  
[ro9@prc.gov.ph](mailto:ro9@prc.gov.ph) OR [prcregionalapplications@gmail.com](mailto:prcregionalapplications@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**