

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:

GLORIA L. ASINAS

HRMO

Date: May 17, 2019

| No. | Position Title<br>(Parenthetical Title,<br>if applicable) | Plantilla Item No.     | Salary/<br>Job/ Pay<br>Grade | Monthly Salary | Qualification Standards |                                      |                                      |             |                               | Place of Assignment                | Duties and Responsibilities  |
|-----|---|------------------------|------------------------------|----------------|-------------------------|--------------------------------------|--------------------------------------|-------------|-------------------------------|------------------------------------|--|
|     |   |                        |                              |                | Education               | Training                             | Experience                           | Eligibility | Competency<br>(if applicable) |                                    |  |
| 1   | Attorney IV   | PRC-DOLEB-ATY4-65-2017 | 23                           | Php73,811.00   | Bachelor of Laws        | Eight (8) hours of relevant training | Two (2) years of relevant experience | RA 1080     |                               | Region IX (Office of the Director) | <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>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;</li> <li>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;</li> <li>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;</li> <li>6. Prepares and/or reviews legal communications and opinions for the Regional Office on matters referred to it;</li> <li>7. Prepares and/or reviews recommendations on name and citizenship cases of applicants in board examinations;</li> <li>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;</li> <li>9. Investigates cases involving Regional Office employees, as may be directed by the Regional Director;</li> <li>10. Reviews contracts and other legal documents involving the Regional Office;</li> <li>11. Provides legal advice for work-related complaints against office personnel; and</li> <li>12. Performs other related functions.</li> </ol> |

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| 2 | Attorney III                           | PRC-DOLEB-ATY3-43-2008   | 21 | Php57,805.00 | Bachelor of Laws   | Four (4) hours of relevant training  | One (1) year of relevant experience                 | RA 1080  |  |  | <p>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;</p> <p>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;</p> <p>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;</p> <p>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;</p> <p>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;</p> <p>6. Prepares legal communications and opinions for the Regional Office on matters referred to it;</p> <p>7. Prepares recommendations on name and citizenship cases of applicants in board examinations;</p> <p>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;</p> <p>9. Investigates cases involving Regional Office employees, as may be directed by the Regional Director;</p> <p>10. Reviews contracts and other legal documents involving the Regional Office;</p> <p>11. Provides legal advice for work-related complaints against office personnel; and</p> <p>12. Performs other related functions.</p> |
| 3 | Chief Professional Regulations Officer | PRC-DOLEB-CPREGO-66-2017 | 24 | Php83,406.00 | Master's Degree or Certificate in Leadership and Management from the CSC | Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years | Four (4) years of supervisory/management experience | Career Service (Professional) Second Level Eligibility |  |  | <p>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;</p> <p>2. Recommends to PRBs schools and firms/establishments for inspection and coordinates MRA Road Mapping and capacity-building activities;</p> <p>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;</p> <p>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;</p> <p>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;</p> <p>6. Signs application for stateboard verification document;</p> <p>7. Assists the PRBs in the conduct of career advocacy programs and other regulatory programs;</p> <p>8. Directs and supervises the preparation of reports, documents, and correspondence;</p> <p>9. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region;</p> <p>10. Monitors and evaluates the implementation of regulation policies and programs, and recommends policies and programs to improve regional operations;</p> <p>11. Assists in establishing and maintaining linkages with government agencies, non-government institutions, and private institutions;</p> <p>12. Reviews and confirms the performance ratings of supervisors and employees in his division; and</p> <p>13. Performs other related functions.</p>  |

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| 4 | Professional Regulations Assistant     | PRC-DOLEB-PREGA-77-2008  | 8  | Php16,758.00 | Completion of two years studies in College                               | Four (4) hours of relevant training  | One (1) year of relevant experience                 | Career Service (Subprofessional) First Level Eligibility |  | Region IX (Regulations Division)                                      | <ol style="list-style-type: none"> <li>1. Assists in the conduct of stakeholder consultations and capacity-building activities pursuant to mutual recognition agreements, reciprocity agreements and other trade in services agreements, as well as national qualifications formulation and referencing;</li> <li>2. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements;</li> <li>3. Assists in the implementation, monitoring and evaluation of Continuing Professional Development (CPD) programs in the regions, and in the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including self-directed learning;</li> <li>4. Assists in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region;</li> <li>5. Assists in the processing of application for accreditation of professional organizations, firms/corporations, and partnerships for the practice of professions, accreditation of training programs and institutions, and accreditation of specialty societies and organizations in the regions;</li> <li>6. Processes applications/petitions for Change of Status, Change of Date of Birth, and Change/Correction of Name;</li> <li>7. Assists in the conduct of career advocacy and other regulatory programs in the region; and</li> <li>8. Performs other related functions.</li> </ol> |
| 5 | Professional Regulations Assistant     | PRC-DOLEB-PREGA-78-2008  | 8  | Php16,758.00 | Completion of two years studies in College                               | Four (4) hours of relevant training  | One (1) year of relevant experience                 | Career Service (Subprofessional) First Level Eligibility |  | Region IX (Licensure and Registration Division - Examination Section) | <ol style="list-style-type: none"> <li>1. Assists in the undertaking of administrative preparations for the reservation of testing centers, screening, orientation and scheduling of room watchers and floor and building supervisors, posting of room assignments, printing of test papers, delivery of test materials, conduct of examinations, and other related activities;</li> <li>2. Assists in conducting ocular inspection of schools and in preparing the Memorandum of Agreement;</li> <li>3. Prepares the list of rooms and building with capacity;</li> <li>4. Assists in drafting the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination;</li> <li>5. Assists in drafting and/or delivering communication for offices, establishments and agencies regarding the provision of uninterrupted power supply, and for PNP/NBI for security assistance during the conduct of activities related to licensure examinations;</li> <li>6. Assists in the conduct of examinations;</li> <li>7. Assists in the preparation of reports on the conduct of examination with policy/program/procedural recommendations, as well as the accomplishment and other reports of the division; and</li> <li>8. Performs other related functions.</li> </ol>  |
| 6 | Chief Professional Regulations Officer | PRC-DOLEB-CPREGO-65-2017 | 24 | Php83,406.00 | Master's Degree or Certificate in Leadership and Management from the CSC | Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years | Four (4) years of supervisory/management experience | Career Service (Professional) Second Level Eligibility   |  | Region IX (Licensure and Registration Division)                       | <ol style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>3. Assists in recommending plans, policies, programs, guidelines, and standards relative to the processing of licensure and/or registration applications and administration of examinations;</li> <li>4. Facilitates the establishment and maintenance of linkages with other government agencies and non-government and private institutions;</li> <li>5. Supervises and monitors the undertaking of administrative preparations for and the conduct of examinations, oath taking, and other official functions;</li> <li>6. Approves the prepared list of rooms, required number of exam personnel and corresponding office order;</li> <li>7. Reviews and approves reports and communications;</li> <li>8. Reviews inventories and records for disposal; and</li> <li>9. Performs other related functions.</li> </ol>  |

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| 7 | Chief Administrative Officer                  | PRC-DOLEB-CADOF-53-2017 | 24 | Php83,406.00 | Master's Degree or Certificate in Leadership and Management from the CSC | Forty (40) hours of supervisory/ management learning and development intervention undertaken within the last five (5) years | Four (4) years of supervisory/ management experience | Career Service (Professional) Second Level Eligibility |  | Region IX (Finance and Administrative Division) | <ol style="list-style-type: none"> <li>1. Assists the Regional Director in planning and supervising the financial and administrative operations of the regional office;</li> <li>2. Directs and supervises the preparation of financial and administrative reports, documents, and correspondence;</li> <li>3. 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;</li> <li>4. Monitors and evaluates the implementation of financial management and administrative policies and programs, and recommend policies and programs to improve regional operations;</li> <li>5. Supervises the formulation of annual work and financial plan, physical target, accomplishment report, and planning tool of the Regional Office;</li> <li>6. Encourages or causes the participation of staff in the conduct of disaster management activities in the Region or in nationwide campaign;</li> <li>7. Reviews and approves the posting of regional website contents; and</li> <li>8. Performs other related functions.</li> </ol>   |
| 8 | Administrative Officer V (Budget Officer III) | PRC-DOLEB-ADOF5-45-2008 | 18 | Php40,637.00 | Bachelor's Degree relevant to the job                                    | Eight (8) hours of relevant training  | Two (2) years of relevant experience                 | Career Service (Professional) Second Level Eligibility |  | Region IX (Finance and Administrative Division) | <ol style="list-style-type: none"> <li>1. Prepares the annual budget estimates for the region and monitors the implementation of the approved budget;</li> <li>2. Prepares the regional budget estimates for cash advances, conduct of various licensure examinations, and other office activities for the issuance of cash advances to the Disbursing Officer;</li> <li>3. Attends budget hearings on regional budget proposal, as needed;</li> <li>4. Advises the head of office and the Chief of the Divisions on financial and budgetary concerns;</li> <li>5. Prepares Obligation Request and Status and Disbursement Vouchers;</li> <li>6. Analyzes agency expenditures and recommends corresponding cost economy measures if necessary;</li> <li>7. Formulates the annual budget proposal, regional action plan, work and financial plans, and project procurement management plan;</li> <li>8. Reconciles and prepares reports on the status of appropriation of fund and keeps systematic records of funds release;</li> <li>9. Maintains records of funds and prepares periodic reports;</li> <li>10. Performs quality management system functions; and</li> <li>11. Performs other related functions.</li> </ol> |

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 15-June-2019.

1. 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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LOVELLA D. GEÑOSO  
Administrative Officer V (HRMO III)  
149 F.S. Pajares Street, Pagadian City  
[prc9armm@gmail.com](mailto:prc9armm@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.