

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION

Date: March 15, 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	Administrative Officer III (Records Officer II)	PRC-DOLEB-ADOF3--66-2017	14	Php30,799.00	Bachelor's Degree	Four (4) hours of relevant training	One(1) year of relevant training	Career Service (Professional) Second Level Eligibility		Region V (Finance and Administrative Division)	1. 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); 2. Works for digitization and acts as custodian of all records/documents, ensuring that proper protection and maintenance is observed and implemented; 3. Undertakes the disposal of used examination test questionnaires, test booklets, and other examination materials; 4. Acts on license verification and validation of Filipino professionals with foreign employers or with potential employment abroad; 5. Processes applications for DFA and local authentications; 6. Issues certificates (i.e., Passing, Board rating, etc.); 7. Maintains custody of records of applications for examinations, conduct of examination reports, and other official records and documents based on the RRDS; 8. Represents the office in court hearings in response to subpoena duces tecum; 9. Handles the receipt of incoming and the release of outgoing communications and cargoes; 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 14-April-2021.

1. Letter of Intent indicating the position, item number and place of assignment of the position that you are applying for;
2. Fully accomplished **NOTARIZED** Personal Data Sheet (PDS) with recent passport-sized picture and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. NBI clearance;
7. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
8. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
9. Medical Declaration Form (see below "**Click HERE for the Additional Requirements and Medical Certificate**")

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

MARY CRIS D. GOYENA
 Administrative Officer V (HRMO III)
 Regional Office No. V, Regional Government Center Site,
 Rawis, Legaspi City
prclegazpi.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.