

Date: October 21, 2019

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 applicable) (if		
1	Professional Regulations Officer I	PRC-DOLEB- PREGO1-68- 2017	11	Php20,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Region VI (Licensure and Registration Division- Registration Section)	<ol style="list-style-type: none"> 1. Assists in pre-evaluating applications for registration of professionals (local and foreign) pursuant to mutual recognition agreements, reciprocity agreements and other trade in services agreements affecting professionals, and for Special Temporary Permits based on the six (6) categories; 2. Assists in processing applications for initial registration of professionals, including registration without examination, prints and issues Professional Identification Card (PIC) and Certificate of Registration (CoR) upon approval by the Board and the Commission, and prepares reports on printed and issued PIC and CoR; 3. Assists in processing applications for conversion of professionals and re-issuance of PIC and CoR; 4. Assists in processing applications for renewal of PIC, prints and issues the same if approved, and prepares reports thereon; 5. Assists in processing the authentication of documents (e.g., PIC, CoR, etc.) issued by the Commission; 6. Assists in the processing and issuance of Certificates of Good Standing, Negative/Positive Certification, and other certifications; 7. Assists in processing applications for change of status, change of name, change of date of birth, and other corrections, and transmits updates to the central registry and official database of professionals; 8. Assists in the conduct of mass oath-takings; and 9. 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 19-November-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;
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:

FLOYD P. ALAGBAN
HRMO Designate

2nd Floor, Gaisano Iloilo City Center, Benigno
Aquino Avenue, San Rafael, Mandurriao, Iloilo
City

prc.iloilo3@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.