

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 applicable) (if applicable)		
1	Administrative Assistant I	PRC-DOLEB-ADAS1-52-2008	7	Php17,179.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Region VI (Office of the Director)	<ol style="list-style-type: none"> <li>1. Receives calls and guests for the Regional Director;</li> <li>2. Receives and logs personal and routed letters for the Regional Director and forwards the same for information;</li> <li>3. Receives and organizes all papers for action of the Regional Director;</li> <li>4. Schedules and keeps a record of the Regional Director's appointments;</li> <li>5. Types and encodes communication letters, periodic reports, and other documents for submission to PRC-CO, concerned government agencies, LGUs, and other private organizations;</li> <li>6. Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and</li> <li>7. Performs other related functions.</li> </ol>
2	Professional Regulations Assistant	PRC-DOLEB-PREGA-75-2008	8	Php18,251.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Region VI (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>
3	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-76-2017	19	Php48,313.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region VI (Licensure and Registration Division-Registration Section)	<ol style="list-style-type: none"> <li>1. Assists in planning, directing, and controlling 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>2. Approves/signs Certificates of Good Standing, authentications, and petitions for correction of entries;</li> <li>3. Processes registration without exam and application for conversion of professional license;</li> <li>4. Reviews/verifies petitions for correction of entries;</li> <li>5. Drafts reports and documents submitted to the Regional Director and other oversight government agencies in the region;</li> <li>6. Represents the office in court hearings in response to subpoena duces tecum;</li> <li>7. Assists in monitoring and evaluating the implementation of registration policies and programs, and recommends policies and programs to improve regional operations;</li> <li>8. Assists in reviewing the performance ratings of supervisors and employees in his section; and</li> <li>9. Performs other related functions.</li> </ol>

4	Administrative Officer V (HRMO III)	PRC-DOLEB-ADOF5-71-2017	18	Php43,681.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	Region VI (Finance and Administrative Division)	1. Provides services related to personnel administration (e.g., recruitment and deployment, payroll management, personnel records maintenance and updating, leave administration, employee welfare, grievance system, administrative discipline), training, and other HRD services including performance management systems; 2. Acts as Secretariat to the Regional Selection and Promotion Board and other regional HRD-related committees; 3. Assists in the planning and implementation of GAD related training program and projects in the Region; 4. Prepares Travel Orders, Special Orders, Memoranda and other HR-related issuances; 5. Liaises with government entities on personnel-related matters; 6. Coordinates, implements, and evaluates human resource management/development programs; and 7. Performs other related functions.
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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](http://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:

FLOYD P. ALAGBAN  
 HRMO Designate  
  
 2nd Floor, Gaisano Iloilo City Center, Benigno Aquino Avenue, San  
 Rafael, Mandurriao, Iloilo City  
[prc.ilolo3@gmail.com](mailto:prc.ilolo3@gmail.com)

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