

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: November 29, 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	Attorney III	PRC-DOLEB-ATY3-42-2008	21	Php60,901.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Region VI (Office of the Director)	<ol style="list-style-type: none"> <li>1. Serves as Conciliator-Mediator, receives, evaluates and docketes 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 legal communications and opinions for the Regional Office on matters referred to it;</li> <li>7. Prepares 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>
2	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-74-2017	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 - Application Section)	<ol style="list-style-type: none"> <li>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;</li> <li>2. Assists in recommending plans, policies, programs, guidelines, and standards relative to the function of the office;</li> <li>3. Assists in supervising the processing and issuance of applications for licensure examinations;</li> <li>4. Provides feedbacks for applicants with discrepancies, and conditionally approves applications;</li> <li>5. Checks the accuracy of list of examinees and room assignment;</li> <li>6. Monitors the posting of room assignment;</li> <li>7. Reviews letters of communication, including replies to online queries, on matters relating to Application Section;</li> <li>8. Monitors transmittal of list of assignment and PERRCS to Examination Section and the transmittal of documents to and from other Regional Offices;</li> <li>9. Reviews monthly statistical reports of the section;</li> <li>10. Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions;</li> <li>11. Reviews records for disposal; and</li> <li>12. Performs other related functions.</li> </ol>

3	Professional Regulations Officer II	PRC-DOLEB-PREGO2-73-2017	13	Php28,276.00	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"> <li>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;</li> <li>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 PICs printed and issued;</li> <li>3. Assists in processing applications for conversion of professional license and for re-issuance of PIC and CoR, and prepares reports on printed and issued PIC and CoR;</li> <li>4. Assists in processing applications for renewal of PIC, prints and issues the same when approved, and prepares reports thereon;</li> <li>5. Assists in the authentication of documents (e.g., PIC, CoR, etc.) issued by the Commission;</li> <li>6. Assists in the processing and issuance of Certificates of Good Standing, Negative/Positive Certification, and other certifications;</li> <li>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;</li> <li>8. Assists in the conduct of mass oath-takings;</li> <li>9. Assists in preparing reports and documents submitted to the Regional Director and other oversight government agencies in the region; and</li> <li>10. Performs other related functions.</li> </ol>
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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 December 14, 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. Certificates of Relevant Trainings and Seminars attended;
7. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
8. 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;
9. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
10. NBI clearance;
11. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
12. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
13. 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:

APRIL ROSE P. QUINTILA  
 Administrative Officer V (HRMO III)

2nd Floor, Gaisano Iloilo City Center, Benigno Aquino Avenue, San  
 Rafael, Mandurriao, Iloilo City  
[prc6.hrofficial@gmail.com](mailto:prc6.hrofficial@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.