

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: May 12, 2022

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	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-55-2008	19	Php49,835.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region VI (Regulations Division)	1. Assists the Division Chief in planning, directing, and controlling operations related to the implementation of regulation policies and programs; 2. Assists in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region, including the provision of staff and logistical support in the conduct of inspection and monitoring of schools, firms and establishments and the submission of written report thereon to the Regional Director; 3. Assists the PRBs in the conduct of stakeholder consultations and capacity building activities relative to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 4. Assists in the review of applications for the accreditation of CPD providers, programs, and speakers, as well as firms, plants and machines; 5. Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the regions and the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including life-long and self-directed learning; 6. Gives due notice of approval or disapproval of CPD application and keeps records of accredited CPD service providers and programs, as well as credited self-directed life-long learning activities in the region; 7. Reviews transmittals, reports, documents, and correspondence; 8. Prepares reports and documents for submission to the Regional Director and other oversight government agencies in the region; 9. Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations; and 10. Performs other related functions.
2	Professional Regulations Officer III	PRC-DOLEB-PREGO3-72-2017	16	Php38,150.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region VI (Licensure and Registration Division- Examination Section)	1. Undertakes 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; 2. Assists in conducting ocular inspection of schools, and prepares Memorandum of Agreement; 3. Assists in the disposal and/or shredding of used examination test papers, test booklets, and examination materials; 4. Drafts the list of rooms and building with capacity; 5. Reviews request letters, issuances, and other communications; 6. Drafts/prepares the required number of examination personnel and the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; 7. Drafts/prepares communications for offices, establishments and agencies regarding the provision of uninterrupted power supply, and for PNP/NI for security assistance during the conduct of activities related to licensure examinations; 8. Assists in administering the paper-and-pencil and/or computer-based examinations; 9. Drafts reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the divisions; and 10. Performs other related functions.
3	Administrative Aide VI	PRC-DOLEB-ADA6-68-2008	6	Php16,877.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Region VI (Finance and Administrative Division)	1. Assists in providing 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. Assists the Secretariat to the Regional Selection and Promotion Board and other regional HRD-related committees; 3. Assists in the planning, organizing, coordinating, and implementation of the annual training program of the Regional Office, including GAD related training programs and projects; 4. Assists in the preparation of Travel Orders, Special Orders, Memoranda, and other HR-related issuances; 5. Liaises with government entities on personnel-related matters; 6. Assists in coordinating, implementing, and evaluating human resource management/development programs; and 7. Performs other related functions.
4	Administrative Aide IV	PRC-DOLEB-ADA4-31-2008	4	Php14,993.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Region VI (Finance and Administrative Division)	1. Assists in preparing checklist of Due and Demandable Accounts Payable - Advice to Debit Advice for cash advances and payment accounts payable to creditors; 2. Assists in preparing Cash Vouchers with supporting papers; 3. Assists in preparing the Report of Disbursement, List of Cash Items for liquidation and Replenishment of Personal Services (PS)/ Maintenance and Other Operating Expenses (MOOE)/ Capital Outlay (CO); 4. Assists in disbursing and liquidating allowances/honoraria and other examination related expenses; 5. Assists in disbursing and Liquidating PS/MOOE/CO; 6. Assists in monitoring the cash position of the Regional Office; 7. Assists in the collection and deposit of fees and charges; and 8. 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 June 11, 2022.

- Fully accomplished and **NOTARIZED Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached **Work Experience Sheet** which can be downloaded at www.csc.gov.ph (Note: Date of PDS must be within the Publication Date);
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/licensure; and
- Photocopy of Transcript of Records;
- Certificates of Relevant Trainings and Seminars attended;
- Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division (Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Information Technology Officer III positions);
- 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; (Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Supervising Administrative Officer, Supervising Professional Regulations Officer, Information Technology Officer III positions);
- Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
- NBI clearance; (for private employees)
- NBI, CSC, Ombudsman, Sandiganbayan Clearances (for government employees);
- Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer (for private employees); and
- Medical Declaration Form (can be downloaded at PRC website)

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 OR prcregionalapplications@gmail.com

PUBLICATION # 3

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.