

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: February 7, 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	Professional Regulations Officer I	PRC-DOLEB- PREGO1-64-2017	11	Php25,439.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Region VII (Licensure and Registration Division - Examination Section)	1. Assists the undertaking of 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. Supervises the disposal of used examination test papers, test booklets, and other examination materials, and prepares the reports thereon; 4. Drafts the list of rooms and building with capacity; 5. Assists in preparing the required number of examination personnel and drafts the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; 6. Encodes/drafts request letters, issuances, and other communications; 7. Assists in drafting communication for offices, establishments and agencies regarding the provision of uninterruptible power supply, and for PNP/NBI for security assistance during the conduct of activities related to licensure examinations; 8. Assists in the conduct of examinations; 9. Assists in the preparation of reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the division; 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 March 9, 2022.

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 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 (can be downloaded at PRC website)

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

MARILOU BAYKING - GOMEZ

Administrative Officer V (HRMO III)

HVG Arcade, Subangdaku, Mandaue City, Cebu City
6014

marilou.bayking@prc.gov.ph OR

prcregionalapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.