

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: August 8, 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 II	PRC-DOLEB-PREGO2-61-2008	13	Php29,798.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Region VIII (Regulations Division)	1. Assists in the conduct of ocular inspection of firms, schools and establishments, and in the monitoring of educational institutions in the region; 2. 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; 3. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 4. 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; 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, accreditation of specialty societies and organizations in the regions, and of petition for Change of Status, Change of Date of Birth, and Change/Correction of Name; 6. Assists in the conduct of career advocacy and other regulatory programs in the region; and 7. Performs other related functions.
2	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-72-2017	22	Php69,963.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Region VIII (Licensure and Registration Division- Examination Section)	1. Provides administrative and logistical support to the PRBs in the conduct of licensure examinations and implementation of licensure policies and programs; 2. Assists in recommending plans, policies, programs, guidelines, and standards relative to the administration of examinations; 3. Assists in establishing and maintaining linkages with government agencies and non-government institutions; 4. Supervises 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; 5. Reviews the Memorandum of Agreement with schools, for signature of the Regional Director; 6. Reviews the list of rooms and building with capacity; 7. Reviews required number of examination personnel and prepares corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; 8. Administers paper-and-pencil and/or computer-based examinations; 9. Reviews and approves 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 August 23, 2022.

- 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](http://www.csc.gov.ph);
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of certificate of eligibility/rating/license;
- 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;
- 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;
- Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
- NBI clearance;
- CSC, Ombudsman, Sandiganbayan Clearances (for government employees);
- Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; 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:

DHORIE JANE D. SULLA-GAJE  
Administrative Officer V (HRMO III)  
Liceo Del Verbo Divino (LVD), New PRC Tacloban Office,  
Avenida Veteranos  
[prctachrsection@gmail.com](mailto:prctachrsection@gmail.com) OR  
[prcregionalapplications@gmail.com](mailto:prcregionalapplications@gmail.com)

**PUBLICATION # 6**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.