

Republic of the Philippines  
**PROFESSIONAL REGULATIONS COMMISSION**

Date: \_\_\_\_\_

December 1, 2020

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	Supervising Professional Regulations Officer	PRC-DOLEB- SVPREGO-62- 2017	22	Php66,867.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region XI (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. Supervises 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. Provides assistance in establishing and maintaining linkages with other government agencies and non-government and private institutions;</li> <li>6. Supervises the endorsement of list of examinees, room assignment, and PERRC to the Examination Section;</li> <li>7. Supervises the posting of the list of room assignments;</li> <li>8. Reviews communication letters and monthly reports of the Application Section;</li> <li>9. Reviews records for disposal;</li> <li>10. Reviews communications regarding applicant's academic record with Higher Education Institutions (HEIs) and other relevant agencies/organizations prior to inclusion in the list of qualified applicants; and</li> <li>11. Performs other related functions.</li> </ol>

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 31-December-2020.

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](http://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 Transcript of Records.

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

**ANGELICA NIÑA T. AJOS**  
 Administrative Officer V (HRMO III)  
 Calamansi Street Corner 1st Street, Juna  
 Subdivision, Matina, Davao City  
[prc.davao@gmail.com](mailto:prc.davao@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.