

Republic of the Philippines  
**PROFESSIONAL REGULATIONS COMMISSION**

Date:

March 15, 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-ATY3-39-2008	21	Php60,901.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Region XI (Office of the Director)	<ol style="list-style-type: none"> <li>1. Serves as Conciliator-Mediator, receives, evaluates and docket 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	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-62-2017	24	Php86,742.00	Master's Degree or Certificate of Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Region XI (Regulations Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region;</li> <li>2. Recommends to PRBs schools and firms/establishments for inspection and coordinates MRA Road Mapping and capacity-building activities;</li> <li>3. Assist the PRBs in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the region and the pre-evaluation of applications for accreditation of CPD providers, programs, and speaker, including self-directed learning activities;</li> <li>4. Assists the PRBs in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region;</li> <li>5. Assists in the processing of registration in accordance with mutual recognition agreements and other trade in services agreements, and of applications for Special Temporary Permits, initial registration, renewal of PIC, registration without examination, and conversion of specific professions;</li> <li>6. Signs application for stateboard verification document;</li> <li>7. Assists the PRBs in the conduct of career advocacy programs and other regulatory programs;</li> <li>8. Directs and supervises the preparation of reports, documents, and correspondence;</li> <li>9. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region;</li> <li>10. Monitors and evaluates the implementation of regulation policies and programs, and recommends policies and programs to improve regional operations;</li> <li>11. Assists in establishing and maintaining linkages with government agencies, non-government institutions, and private institutions;</li> <li>12. Reviews and confirms the performance ratings of supervisors and employees in his division; and</li> <li>13. Performs other related functions.</li> </ol>

3	Professional Regulations Officer III	PRC-DOLEB-PREGO3-55-2008	16	Php36,628.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	Region XI (Regulations Division)	<ol style="list-style-type: none"> <li>1. Assists in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region;</li> <li>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, and national qualifications formulation and referencing;</li> <li>3. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements;</li> <li>4. 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 lifelong and self-directed learning;</li> <li>5. Provides the CPD applicants the status of CPD application received from the CPD Council for updates;</li> <li>6. Assists in the processing of application for the accreditation of professional organizations, firms/corporations and partnerships for the practice of professions, the accreditation of training programs and institutions, and the accreditation of specialty societies and organizations in the regions;</li> <li>7. Prepares reports and documents for submission to the Regional Director and other oversight government agencies in the region;</li> <li>8. Assists in the conduct of career advocacy and other regulatory programs in the region; and</li> <li>9. Performs other related functions.</li> </ol>
4	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-61-2017	24	Php86,742.00	Master's Degree or Certificate of Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Region XI (Licensure and Registration Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in providing administrative and logistical support to the PRBs in the evaluation of exam applicant's qualification, conduct of licensure examinations, and implementation of licensure policies and programs;</li> <li>2. Assists the Regional Director in planning, directing, and controlling regional operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration;</li> <li>3. Assists in recommending plans, policies, programs, guidelines, and standards relative to the processing of licensure and/or registration applications and administration of examinations;</li> <li>4. Facilitates the establishment and maintenance of linkages with other government agencies and non-government and private institutions;</li> <li>5. Supervises and monitors the undertaking of administrative preparations for and the conduct of examinations, oath taking, and other official functions;</li> <li>6. Approves the prepared list of rooms, required number of exam personnel and corresponding office order;</li> <li>7. Reviews and approves reports and communications;</li> <li>8. Reviews inventories and records for disposal; and</li> <li>9. Performs other related functions.</li> </ol>
5	Professional Regulations Assistant	PRC-DOLEB-PREGA-61-2017	8	Php18,251.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility	Region XI (Licensure and Registration Division-Examination Section)	<ol style="list-style-type: none"> <li>1. Assists in 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;</li> <li>2. Assists in conducting ocular inspection of schools and in preparing the Memorandum of Agreement;</li> <li>3. Prepares the list of rooms and building with capacity;</li> <li>4. Assists in drafting the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination;</li> <li>5. Assists in drafting and/or delivering 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;</li> <li>6. Assists in the conduct of examinations;</li> <li>7. 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</li> <li>8. Performs other related functions.</li> </ol>

6	Supervising Administrative Officer	PRC-DOLEB-SADOF-50-2017	22	Php68,415.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region XI (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Plans and coordinates the formulation of strategic and annual plans of the Regional Office, and regularly monitors and evaluates the progress of implementation, including GAD and other special projects;</li> <li>2. Assists in the preparation of regional action plan, office performance and commitment review, and work and financial plan;</li> <li>3. Monitors and reviews the performance of regional operating units in terms of targets set and accomplishment, and provides effective feedback mechanisms that will identify the issues and problems affecting regional operations;</li> <li>4. Collaborates, networks, and coordinates with LIAs, LGUs, and other concerned stakeholders in government to gain support and high impact in the delivery of services and other related activities;</li> <li>5. Consolidates the monthly, quarterly, and semi-annual physical and financial accomplishments vis-à-vis the physical and financial targets for submission to the Planning, Management and Financial Service Director;</li> <li>6. Provides planning assistance to other line divisions/units for synchronization towards the overall direction and thrusts of the Regional Office;</li> <li>7. Handles public information and assistance and communications;</li> <li>8. Prepares Certifications of Performance of Schools in various licensure examinations; and</li> <li>9. Performs other related functions.</li> </ol>
7	Administrative Assistant I	PRC-DOLEB-ADAS1-47-2008	7	Php17,179.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Region XI (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Handles the collection of fees and charges;</li> <li>2. Balances the receipts issued with the collections;</li> <li>3. Assists in the preparation of collections for deposit;</li> <li>4. Assists in the preparation of summary of daily collections and Statement of Account Current;</li> <li>5. Assists in the preparation of validation documents - Cash Deposits at government depository banks; and</li> <li>6. 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 14-April-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. NBI clearance;
7. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
8. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
9. 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:

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.**