

Republic of the Philippines  
**PROFESSIONAL REGULATIONS COMMISSION**  
Request for Publication of Vacant Positions

Date: August 25, 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	Professional Regulations Assistant	PRC-DOLEB-PREGA-60-2017	8	Php17,505.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Region XII (Regulations Division)	<ol style="list-style-type: none"> <li>1. 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;</li> <li>2. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements;</li> <li>3. 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;</li> <li>4. Assists 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 application for accreditation of professional organizations, firms/corporations, and partnerships for the practice of professions, accreditation of training programs and institutions, and accreditation of specialty societies and organizations in the regions;</li> <li>6. Processes applications/petitions for Change of Status, Change of Date of Birth, and Change/Correction of Name;</li> <li>7. Assists in the conduct of career advocacy and other regulatory programs in the region; and</li> <li>8. Performs other related functions.</li> </ol>
2	Professional Regulations Officer I	PRC-DOLEB-PREGO1-49-2017	11	Php22,316.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Region XII (Licensure and Registration Division-Examination Section)	<ol style="list-style-type: none"> <li>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;</li> <li>2. Assists in conducting ocular inspection of schools, and prepares Memorandum of Agreement;</li> <li>3. Supervises the disposal of used examination test papers, test booklets, and other examination materials, and prepares the reports thereon;</li> <li>4. Drafts the list of rooms and building with capacity;</li> <li>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;</li> <li>6. Encodes/drafts request letters, issuances, and other communications;</li> <li>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;</li> <li>8. Assists in the conduct of examinations;</li> <li>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</li> <li>10. 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 24-September-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:

**JAVES O. YSIP**

Administrative Officer V (HRMO III)

Lower Ground Floor, New City Hall, Gensan Drive, Koronadal  
City 9506

[prcro12.hr@gmail.com](mailto:prcro12.hr@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.