

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 IV | PRC-DOLEB-ATY4-61-2017 | 23 | Php76,907.00 | Bachelor of Laws | Eight (8) hours of relevant training | Two (2) years of relevant experience | RA 1080 | | Region XIII (Office of the Director) | <ol style="list-style-type: none"> 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; 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; 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; 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; 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; 6. Prepares and/or reviews legal communications and opinions for the Regional Office on matters referred to it; 7. Prepares and/or reviews recommendations on name and citizenship cases of applicants in board examinations; 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; 9. Investigates cases involving Regional Office employees, as may be directed by the Regional Director; 10. Reviews contracts and other legal documents involving the Regional Office; 11. Provides legal advice for work-related complaints against office personnel; and 12. Performs other related functions. |
| 2 | Attorney III | PRC-DOLEB-ATY3-60-2017 | 21 | Php60,901.00 | Bachelor of Laws | Four (4) hours of relevant training | One (1) year of relevant experience | RA 1080 | | Region XIII (Office of the Director) | <ol style="list-style-type: none"> 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; 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; 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; 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; 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; 6. Prepares legal communications and opinions for the Regional Office on matters referred to it; 7. Prepares recommendations on name and citizenship cases of applicants in board examinations; 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; 9. Investigates cases involving Regional Office employees, as may be directed by the Regional Director; 10. Reviews contracts and other legal documents involving the Regional Office; 11. Provides legal advice for work-related complaints against office personnel; and 12. Performs other related functions. |
| 3 | Administrative Assistant I | PRC-DOLEB-ADAS1-59-2017 | 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 XIII (Office of the Director) | <ol style="list-style-type: none"> 1. Receives calls and guests for the Regional Director; 2. Receives and logs personal and routed letters for the Regional Director and forwards the same for information; 3. Receives and organizes all papers for action of the Regional Director; 4. Schedules and keeps a record of the Regional Director's appointments; 5. Types and encodes communication letters, periodic reports, and other documents for submission to PRC-CO, concerned government agencies, LGUs, and other private organizations; 6. Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and 7. Performs other related functions. |

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| 4 | Administrative Officer V (HRMO III) | PRC-DOLEB-ADOF5-56-2017 | 18 | Php43,681.00 | Bachelor's Degree | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) Second Level Eligibility | | Region XIII (Finance and Administrative Division) | <ol style="list-style-type: none"> 1. Provides services related to personnel administration (e.g., recruitment and deployment, payroll management, personnel records maintenance and updating, leave administration, employee welfare, grievance system, administrative discipline), training, and other HRD services including performance management systems; 2. Acts as Secretariat to the Regional Selection and Promotion Board and other regional HRD-related committees; 3. Assists in the planning and implementation of GAD related training program and projects in the Region; 4. Prepares Travel Orders, Special Orders, Memoranda and other HR-related issuances; 5. Liaises with government entities on personnel-related matters; 6. Coordinates, implements, and evaluates human resource management/development programs; and 7. Performs other related functions. |
| 5 | Information Technology Officer I | PRC-DOLEB-ITO1-47-2017 | 19 | Php48,313.00 | Bachelor's Degree relevant to the job | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) Second Level Eligibility | | Region XIII (Finance and Administrative Division) | <ol style="list-style-type: none"> 1. Maintains and manages the ICT systems, database, and hardware; 2. Updates and maintains the contents of the regional website, as approved/reviewed by the Chief Administrative Officer; 3. Acts as the Webmaster of the regional website; 4. Generates statistical reports for regional planning, research, monitoring, and evaluation; 5. Assists and/or participates in the systems development life cycle of new information systems; 6. Troubleshoots and performs periodic preventive maintenance and services for IT resources and facilities, including network cabinets, encompass router, modem and hubs/switches, in coordination with the Technical Staff of the ICT Service to ensure reliable, efficient and cost-effective operations; 7. Acts as regional Network Administrator; 8. Coordinates with the ICT Service and Internet Service Provider (ISP) during network malfunctions/outage; 9. Establishes information exchange networks with other government agencies; 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 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;
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:

ROTELO B. CABUGSA
 Chief Professional Regulations Officer
 3rd Floor Robinsons Place, Robinsons Butuan, JC Aquino
 Ave., Butuan City
prc.butuan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.