

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: February 7, 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	Attorney III	PRC-DOLEB-ATY3-60-2017	21	Php62,449.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Region XIII (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	Administrative Assistant III	PRC-DOLEB-ADAS3-52-2017	9	Php20,402.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	One (1) year of relevant experience	Four (4) hours of relevant training	Relevant MC 11 s. 1996, Career Service (Subprofessional)/First Level Eligibility	N/A	Region XIII (Office of the Director)	<ol style="list-style-type: none"> <li>1. Receives calls and guests for the Regional Director;</li> <li>2. Receives and logs personal and routed letters for the Regional Director and forwards the same for information;</li> <li>3. Receives and organizes all papers for action of the Regional Director;</li> <li>4. Schedules and keeps a record of the Regional Director's appointments;</li> <li>5. Types and encodes communication letters, periodic reports, and other documents for submission to PRC-CO, concerned government agencies, LGUs, and other private organizations;</li> <li>6. Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and</li> <li>7. 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 March 9, 2022.

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 certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. Certificates of Relevant Trainings and Seminars attended;
7. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
8. 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;
9. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
10. NBI clearance;
11. CSC, Ombudsman, Sandiganbayan Clearances (for government employees);
12. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
13. Medical Declaration Form (can be downloaded at PRC website)

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

**DAISYRELLE P. CUÑADO**  
Administrative Officer V (HRMO III)  
3rd Floor Robinsons Place, Robinsons Butuan, JC Aquino Ave.,  
Butuan City  
[prcbutuan.hr@gmail.com](mailto:prcbutuan.hr@gmail.com) OR [prcregionalapplications@gmail.com](mailto:prcregionalapplications@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.