

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:

GLORIA L. ASINAS

HRMO

Date: March 11, 2019

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-105-2017	22	Php65,319.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region I (Regulations Division)	<ol style="list-style-type: none"> <li>1. Assists the Division Chief in planning, directing, and controlling operations related to the implementation of regulation policies and programs;</li> <li>2. Assists the Division Chief in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region;</li> <li>3. Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs and policies in the regions, including the compliance of CPD providers, reviews and monitors the approval of applications for accreditation of CPD providers, programs and speakers, as well as firms, plants and machineries, and issues the Certificate of Accreditation thereof;</li> <li>4. Reviews processed resolutions for COS/COBD/CON, including transmittals, reports, documents, and correspondence/communications;</li> <li>5. Signs applications for stateboard verification documents;</li> <li>6. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region;</li> <li>7. Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations;</li> <li>8. Assists in reviewing the performance ratings of supervisors and employees in his section; and</li> <li>9. Performs other related functions.</li> </ol>
2	Professional Regulations Assistant	PRC-DOLEB-PREGA-71-2017	8	Php16,758.00	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 I (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>

3	Professional Regulations Officer I	PRC-DOLEB-PREGO1-89-2017	11	Php20,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Region I (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, as well as 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 in the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including self-directed learning;</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, and of petition for Change of Status, Change of Date of Birth, and Change/Correction of Name;</li> <li>6. Assists in the conduct of career advocacy and other regulatory programs in the region; and</li> <li>7. Performs other related functions.</li> </ol>
4	Professional Regulations Officer I	PRC-DOLEB-PREGO1-87-2017	11	Php20,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Region I (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>
5	Professional Regulations Officer III	PRC-DOLEB-PREGO3-94-2017	16	Php33,584.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	Region I (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. Reviews, screens, and evaluates completeness of applications for examinations received, and prints and issues the Notice of Admission;</li> <li>3. Generates room assignment and list of examinees;</li> <li>4. Monitors the posting of room assignment in the official regional website;</li> <li>5. Monitors/valuates records for inventory and disposal;</li> <li>6. Checks prepared letters of communication, including replies to online queries, on matters relating to Application Division;</li> <li>7. Checks and monitors transmittal of list of assignment and PERRCs to Examination Division and the transmittal of documents to and from other Regional Offices;</li> <li>8. Prepares monthly statistical reports of the section;</li> <li>9. Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions;</li> <li>10. Monitors/evaluates records for inventory and disposal; and</li> <li>11. Performs related functions.</li> </ol>

6	Information Technology Officer I	PRC-DOLEB-ITO1-60-2017	19	Php45,269.00	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 I (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Maintains and manages the ICT systems, database, and hardware;</li> <li>2. Updates and maintains the contents of the regional website, as approved/reviewed by the Chief Administrative Officer;</li> <li>3. Acts as the Webmaster of the regional website;</li> <li>4. Generates statistical reports for regional planning, research, monitoring, and evaluation;</li> <li>5. Assists and/or participates in the systems development life cycle of new information systems;</li> <li>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;</li> <li>7. Acts as regional Network Administrator;</li> <li>8. Coordinates with the ICT Service and Internet Service Provider (ISP) during network malfunctions/outage;</li> <li>9. Establishes information exchange networks with other government agencies; 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 04-09-19.

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:

**JILL ROSE S. PEREZ**

Administrative Officer V (HRMO III)

Baguio Regional Office, Pine Lake View Building, No.  
09 Otek Street, corner Benjamin R. Salvosa Drive,  
Brgy. Rizal Monument, Baguio City, 2600

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.