

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<br>(Parenthetical Title,<br>if applicable) | Plantilla Item No.          | Salary/<br>Job/ Pay<br>Grade | Monthly Salary | Qualification Standards                  |  |   |  |                               | Place of Assignment                                  | Duties and responsibilities  |
|-----|---|-----------------------------|------------------------------|----------------|--|--|---|--|-------------------------------|--|--|
|     |   |                             |                              |                | Education                                | Training                                   | Experience                                | Eligibility  | Competency<br>(if applicable) |  |  |
| 1   | Supervising<br>Administrative Officer                     | PRC-DOLEB-SADOF-<br>58-2017 | 22                           | Php69,963.00   | Bachelor's Degree relevant<br>to the job | Sixteen (16) hours of<br>relevant training | Three (3) years of<br>relevant experience | Career Service<br>(Professional) Second<br>Level Eligibility | N/A                           | Region IV-A (Finance and<br>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> |

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:

**MARECRIZ Q. ARELLANO**

Administrative Officer V (HRMO III)

2nd Floor Grand Central Terminal, Ilayang Dupay,  
Lucena City, 4301

[ro4a@prc.gov.ph\\_OR\\_prcregionalapplications@gmail.com](mailto:ro4a@prc.gov.ph_OR_prcregionalapplications@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.