

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

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-ATY4-68-2017	23	Php75,359.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Region IV-B (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 and/or reviews legal communications and opinions for the Regional Office on matters referred to it;</li> <li>7. Prepares and/or reviews 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	Attorney III	PRC-DOLEB-ATY3-62-2017	21	Php59,353.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Region IV-B (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>
3	Administrative Assistant I	PRC-DOLEB-ADAS1-62-2017	7	Php16,458.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		Region IV-B (Office of the Director)	<ol style="list-style-type: none"> <li>1. Assists the Attorneys in the Region in the performance of their functions;</li> <li>2. Summarizes facts of cases and drafts letters, memoranda, affidavits, judicial affidavits, summons, orders, notice of hearing, and minutes of meetings;</li> <li>3. Facilitates service of Summons/Orders/Notices of Hearings to parties through registered mail within two (2) days, or within the day if urgent, from approval of communications;</li> <li>4. Records administrative case proceedings and submits duly signed transcript to Hearing Officer within 10 days after the scheduled hearing;</li> <li>5. Transmits to Central Office all case folders due for action by the Board;</li> <li>6. Receives pleadings, written motions, certifications, and all communications, and docket complaints filed at the Regional Office or forwarded by the Central Office;</li> <li>7. Maintains and updates files and case folders, as well as the proper recording and tracking of incoming and outgoing communications and documents received or released by the Legal Section;</li> <li>8. Submits a monthly updated status of administrative and criminal cases to Hearing Officers;</li> <li>9. Responds to inquiries in the filing of administrative or criminal complaints;</li> <li>10. Assists in the verification of intercepted fake documents and professional status of suspected fake professionals;</li> <li>11. Confirms from regular courts the scheduled hearing/s three (3) days before the scheduled hearing; and</li> <li>12. Performs other related functions.</li> </ol>

4	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-76-2017	24	Php85,074.00	Master's Degree or Certificate or Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Region IV-B (Regulations Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region;</li> <li>2. Recommends to PRBs schools and firms/establishments for inspection and coordinates MRA Road Mapping and capacity-building activities;</li> <li>3. Assist the PRBs in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the region and the pre-evaluation of applications for accreditation of CPD providers, programs, and speaker, including self-directed learning activities;</li> <li>4. Assists the PRBs 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 registration in accordance with mutual recognition agreements and other trade in services agreements, and of applications for Special Temporary Permits, initial registration, renewal of PIC, registration without examination, and conversion of specific professions;</li> <li>6. Signs application for stateboard verification document;</li> <li>7. Assists the PRBs in the conduct of career advocacy programs and other regulatory programs;</li> <li>8. Directs and supervises the preparation of reports, documents, and correspondence;</li> <li>9. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region;</li> <li>10. Monitors and evaluates the implementation of regulation policies and programs, and recommends policies and programs to improve regional operations;</li> <li>11. Assists in establishing and maintaining linkages with government agencies, non-government institutions, and private institutions;</li> <li>12. Reviews and confirms the performance ratings of supervisors and employees in his division; and</li> <li>13. Performs other related functions.</li> </ol>
5	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-86-2017	22	Php66,867.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	Region IV-B (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>
6	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-83-2017	19	Php46,791.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	Region IV-B (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 in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region, including the provision of staff and logistical support in the conduct of inspection and monitoring of schools, firms and establishments and the submission of written report thereon to the Regional Director;</li> <li>3. Assists the PRBs in the conduct of stakeholder consultations and capacity building activities relative to mutual recognition agreements, reciprocity agreements, and other trade in services agreements;</li> <li>4. Assists in the review of applications for the accreditation of CPD providers, programs, and speakers, as well as firms, plants and machineries;</li> <li>5. Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the regions and the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including life-long and self-directed learning;</li> <li>6. Gives due notice of approval or disapproval of CPD application and keeps records of accredited CPD service providers and programs, as well as credited self-directed/life-long learning activities in the region;</li> <li>7. Reviews transmittals, reports, documents, and correspondence;</li> <li>8. Prepares reports and documents for submission to the Regional Director and other oversight government agencies in the region;</li> <li>9. Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations; and</li> <li>10. Performs other related functions.</li> </ol>

7	Professional Regulations Officer III	PRC-DOLEB-PREGO3-80-2017	16	Php35,106.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	Region IV-B (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, and 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 the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including lifelong and self-directed learning;</li> <li>5. Provides the CPD applicants the status of CPD application received from the CPD Council for updates;</li> <li>6. Assists in the processing of application for the accreditation of professional organizations, firms/corporations and partnerships for the practice of professions, the accreditation of training programs and institutions, and the accreditation of specialty societies and organizations in the regions;</li> <li>7. Prepares reports and documents for submission to the Regional Director and other oversight government agencies in the region;</li> <li>8. Assists in the conduct of career advocacy and other regulatory programs in the region; and</li> <li>9. Performs other related functions.</li> </ol>
8	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-75-2017	24	Php85,074.00	Master's Degree or Certificate of Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Region IV-B (Licensure and Registration Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in providing administrative and logistical support to the PRBs in the evaluation of exam applicant's qualification, conduct of licensure examinations, and implementation of licensure policies and programs;</li> <li>2. Assists the Regional Director in planning, directing, and controlling regional operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration;</li> <li>3. Assists in recommending plans, policies, programs, guidelines, and standards relative to the processing of licensure and/or registration applications and administration of examinations;</li> <li>4. Facilitates the establishment and maintenance of linkages with other government agencies and non-government and private institutions;</li> <li>5. Supervises and monitors the undertaking of administrative preparations for and the conduct of examinations, oath taking, and other official functions;</li> <li>6. Approves the prepared list of rooms, required number of exam personnel and corresponding office order;</li> <li>7. Reviews and approves reports and communications;</li> <li>8. Reviews inventories and records for disposal; and</li> <li>9. Performs other related functions.</li> </ol>
9	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-83-2017	22	Php66,867.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	Region IV-B (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. Assists in recommending plans, policies, programs, guidelines, and standards relative to the function of the office;</li> <li>3. Supervises the processing and issuance of applications for licensure examinations;</li> <li>4. Provides feedbacks for applicants with discrepancies, and conditionally approves applications;</li> <li>5. Provides assistance in establishing and maintaining linkages with other government agencies and non-government and private institutions;</li> <li>6. Supervises the endorsement of list of examinees, room assignment, and PERRC to the Examination Section;</li> <li>7. Supervises the posting of the list of room assignments;</li> <li>8. Reviews communication letters and monthly reports of the Application Section;</li> <li>9. Reviews records for disposal;</li> <li>10. Reviews communications regarding applicant's academic record with Higher Education Institutions (HEIs) and other relevant agencies/organizations prior to inclusion in the list of qualified applicants; and</li> <li>11. Performs other related functions.</li> </ol>
10	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-80-2017	19	Php46,791.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	Region IV-B (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. Assists in recommending plans, policies, programs, guidelines, and standards relative to the function of the office;</li> <li>3. Assists in supervising the processing and issuance of applications for licensure examinations;</li> <li>4. Provides feedbacks for applicants with discrepancies, and conditionally approves applications;</li> <li>5. Checks the accuracy of list of examinees and room assignment;</li> <li>6. Monitors the posting of room assignment;</li> <li>7. Reviews letters of communication, including replies to online queries, on matters relating to Application Section;</li> <li>8. Monitors transmittal of list of assignment and PERRCS to Examination Section and the transmittal of documents to and from other Regional Offices;</li> <li>9. Reviews monthly statistical reports of the section;</li> <li>10. Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions;</li> <li>11. Reviews records for disposal; and</li> <li>12. Performs other related functions.</li> </ol>

11	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-81-2017	19	Php46,791.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	Region IV-B (Licensure and Registration Division-Examination Section)	<ol style="list-style-type: none"> <li>1. Provides administrative and logistical support to the PRBs in the conduct of licensure examinations and implementation of licensure policies and programs;</li> <li>2. Assists in recommending plans, policies, programs, guidelines, and standards relative to the administration of examinations;</li> <li>3. Assists in supervising 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>4. Conducts ocular inspection of schools, and prepares Memorandum of Agreement;</li> <li>5. Reviews/verifies list of rooms and building with capacity;</li> <li>6. Reviews the required number of examination personnel and the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination;</li> <li>7. Coordinates with offices, establishments and agencies to ensure uninterrupted power supply, and with PNP/NBI for security assistance during the conduct of activities related to licensure examinations;</li> <li>8. Administers paper-and-pencil and/or computer-based examinations;</li> <li>9. Reviews 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>
12	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-85-2017	22	Php66,867.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	Region IV-B (Licensure and Registration Division-Registration Section)	<ol style="list-style-type: none"> <li>1. Assists the Division Chief in planning, directing, and controlling operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration;</li> <li>2. Approves/signs Certificates of Good Standing, authentications, and petitions for correction of entries;</li> <li>3. Processes registration without exam and conversion of professional license;</li> <li>4. Reviews/verifies petitions for correction of entries;</li> <li>5. Drafts reports and documents submitted to the Regional Director and other oversight government agencies in the region;</li> <li>6. Represents the office in court hearings in response to subpoena duces tecum;</li> <li>7. Assists in monitoring and evaluating the implementation of registration 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>
13	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-82-2017	19	Php46,791.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	Region IV-B (Licensure and Registration Division-Registration Section)	<ol style="list-style-type: none"> <li>1. Assists in planning, directing, and controlling operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration;</li> <li>2. Approves/signs Certificates of Good Standing, authentications, and petitions for correction of entries;</li> <li>3. Processes registration without exam and application for conversion of professional license;</li> <li>4. Reviews/verifies petitions for correction of entries;</li> <li>5. Drafts reports and documents submitted to the Regional Director and other oversight government agencies in the region;</li> <li>6. Represents the office in court hearings in response to subpoena duces tecum;</li> <li>7. Assists in monitoring and evaluating the implementation of registration 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>
14	Chief Administrative Officer	PRC-DOLEB-CADOF-58-2017	24	Php85,074.00	Master's Degree or Certificate of Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Region IV-B (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in planning and supervising the financial and administrative operations of the regional office;</li> <li>2. Directs and supervises the preparation of financial and administrative reports, documents, and correspondence;</li> <li>3. Prepares and submits regular reports, including special reports and documents, to the Commission, DBM, Commission on Audit, Civil Service Commission, and other oversight government agencies;</li> <li>4. Monitors and evaluates the implementation of financial management and administrative policies and programs, and recommend policies and programs to improve regional operations;</li> <li>5. Supervises the formulation of annual work and financial plan, physical target, accomplishment report, and planning tool of the Regional Office;</li> <li>6. Encourages or causes the participation of staff in the conduct of disaster management activities in the Region or in nationwide campaign;</li> <li>7. Reviews and approves the posting of regional website contents; and</li> <li>8. Performs other related functions.</li> </ol>

15	Supervising Administrative Officer	PRC-DOLEB-SADOF-57-2017	22	Php66,867.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region IV-B (Finance and 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>
16	Accountant III	PRC-DOLEB-A3-57-2017	19	Php46,791.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Region IV-B (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Prepares financial statements and reports, consolidates monthly report of income, expenditures and allotments of the office, and maintains books of accounts;</li> <li>2. Handles the withholding and remittance of taxes and the payment of government-mandated contributions (i.e.: PAG-IBIG; PhilHealth; GSIS, etc);</li> <li>3. Conducts pre-audit of all financial transactions;</li> <li>4. Implements internal accounting control and recommend improvements, if necessary;</li> <li>5. Directs and supervises the accounting activities of the Regional Office;</li> <li>6. Renders technical advice on financial and budgetary matters;</li> <li>7. Implements administrative and financial policies for the control of allotments, expenditures, and collections;</li> <li>8. Reviews vouchers, journal vouchers, treasury warrants, requisitions, purchase orders, financial reports, and trial balance before submitting to the supervisor for approval;</li> <li>9. Monitors fund releases and cash position of the Regional Office; and</li> <li>10. Performs other related functions.</li> </ol>
17	Information Technology Officer I	PRC-DOLEB-ITO1-56-2017	19	Php46,791.00	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 IV-B (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>

18	Administrative Officer V (HRMO III)	PRC-DOLEB-ADOF5-76-2017	18	Php42,159.00	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 IV-B (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>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;</li> <li>2. Acts as Secretariat to the Regional Selection and Promotion Board and other regional HRD-related committees;</li> <li>3. Assists in the planning and implementation of GAD related training program and projects in the Region;</li> <li>4. Prepares Travel Orders, Special Orders, Memoranda and other HR-related issuances;</li> <li>5. Liaises with government entities on personnel-related matters;</li> <li>6. Coordinates, implements, and evaluates human resource management/development programs; and</li> <li>7. Performs other related functions.</li> </ol>
19	Administrative Officer V (Supply Officer III)	PRC-DOLEB-ADOF5-77-2017	18	Php42,159.00	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 IV-B (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Provides procurement and supply and property management services, including the preparation of the Regional Project Procurement and Management Plan (PPMP);</li> <li>2. Acts as member of the Secretariat to the Regional Bids and Awards Committee and the Inventory and Disposal Committee in the disposal of unserviceable equipment and properties;</li> <li>3. Provides general services, including building/facilities administration and maintenance;</li> <li>4. Coordinates and provides transportation requirements of licensure examination and regulatory functions in the region;</li> <li>5. Prepares necessary documents/attachments related to the procurement of office supplies/materials and equipment, and for repairs and maintenance of office vehicles;</li> <li>6. Coordinates the annual inventory of office equipment/properties and monthly inventory of office supplies and materials, and submits corresponding reports;</li> <li>7. Checks deliveries of office supplies/materials and equipment, and stores and issues the same to concerned offices upon receipt of request;</li> <li>8. Maintains individual records of all purchased supplies, materials, and equipment, and issues accountability receipts to individual employees;</li> <li>9. Processes necessary documents relative to the renewal of Insurance Registration/License and process claims; and</li> <li>10. Performs other related functions.</li> </ol>
20	Administrative Officer III (Cashier II)	PRC-DOLEB-ADOF3-69-2017	14	Php29,277.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	Region IV-B (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Supervises the collection and handles the deposit of fees and charges;</li> <li>2. Supervises the balancing of the receipts issued with the collections;</li> <li>3. Prepares reports of collections (Daily Report of Collection, Abstract of Collection, Summary of the entire collection and transaction of mobile services, Summary of Collection and Deposits for the Bureau of Treasury);</li> <li>4. Prepares request for certification of deposited collection from the Bureau of Treasury;</li> <li>5. Prepares the summary of daily collections and Statement of Account Current;</li> <li>6. Prepares collections and deposit slips;</li> <li>7. Handles the custody of accountable forms and bond of accountable officers;</li> <li>8. Prepares cash vouchers with supporting documents/papers;</li> <li>9. Disburses funds for all activities in the Regional Office operations;</li> <li>10. Prepares report of disbursement/list of cash items for liquidation/replenishment of MOOE; and</li> <li>11. Performs other related functions.</li> </ol>
21	Administrative Officer I (Cashier I)	PRC-DOLEB-ADOF1-46-2017	10	Php20,219.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Region IV-B (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Handles the collection of fees and charges;</li> <li>2. Balances the receipts issued with the collections;</li> <li>3. Assists in the preparation of request of certification of deposited collection from the Bureau of Treasury;</li> <li>4. Assists in the preparation of deposits of collection;</li> <li>5. Assists in the preparation of summary of daily collections and Statement of Account Current, and reports of collections; and</li> <li>6. 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 28-June-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:

**MARECRIZ Q. ARELLANO**  
 Administrative Officer V (HRMO III)  
 2nd Floor Grand Central Terminal, Ilayang  
 Dupay, Lucena City, 4301  
[prc.lucena@gmail.com](mailto:prc.lucena@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.