


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 B. ROSALES
HRMO

Date: January 10, 2023

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	Professional Regulations Officer II	PRC-DOLEB-PREGO2-39-2008	13	Php29,798.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	NCR (Regulation Division)	1. Assists in the conduct of ocular inspection of firms, schools and establishments, and in the monitoring of educational institutions in the region; 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; 3. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 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; 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, 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; 6. Assists in the conduct of career advocacy and other regulatory programs in the region; and 7. Performs other related functions.
2	Administrative Aide IV	PRC-DOLEB-ADA4-37-2008	4	Php14,993.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	NCR (Regulation Division)	1. Receives, evaluates and processes applications for accreditation of CPD providers, CPD Programs, Self-Directed and Life Long Learning and Completion Reports; 2. Processes applications for registration pursuant to mutual recognition agreements, reciprocity agreements and other trade in services agreements; 3. Conducts ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region; 4. Processes 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 organization in the regions; 5. Processes applications/petitions for Change of Status, Change of Date of Birth, and Change/Correction of Name; 6. Performs other related functions.
3	Administrative Aide IV	PRC-DOLEB-ADA4-36-2008	4	Php14,993.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	NCR (Regulation Division)	1. Receives, evaluates and processes applications for accreditation of CPD providers, CPD Programs, Self-Directed and Life Long Learning and Completion Reports; 2. Processes applications for registration pursuant to mutual recognition agreements, reciprocity agreements and other trade in services agreements; 3. Conducts ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region; 4. Processes 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 organization in the regions; 5. Processes applications/petitions for Change of Status, Change of Date of Birth, and Change/Correction of Name; 6. Performs other related functions.
4	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-35-2008	22	Php69,963.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	NCR (Licensure and Registration Division- Registration Section)	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; 2. Approves/signs Certificates of Good Standing, authentications, and petitions for correction of entries; 3. Processes registration without exam and conversion of professional license; 4. Reviews/verifies petitions for correction of entries; 5. Drafts reports and documents submitted to the Regional Director and other oversight government agencies in the region; 6. Represents the office in court hearings in response to subpoena duces tecum; 7. Assists in monitoring and evaluating the implementation of registration policies and programs, and recommends policies and programs to improve regional operations; 8. Assists in reviewing the performance ratings of supervisors and employees in his section; and 9. Performs other related functions.

5	Administrative Aide IV	PRC-DOLEB-ADA4-83-2008	4	Php14,993.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	NCR (Licensure and Registration Division-Registration Section)	<ol style="list-style-type: none"> 1. Receives requests for authentication, certification, and verification, checks completeness of supporting documents, and determines number of copies requested; 2. Verifies the professional status of client and, if in order, prepares Certification and affixes documentary stamps and dry seal of the Commission; 3. Checks the quality of the printed Professional Identification Card (PIC) and enters serial number in the database; 4. Generates the list of printed PICs, including spoiled PICs, in preparation for the issuance thereof; 5. Prepares the list of unclaimed PICs and turns over the same to the Releasing Unit Head for safekeeping; and 6. Performs other related functions.
6	Administrative Aide III (Illustrator I)	PRC-DOLEB-ADA3-54-2008	3	Php14,125.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	MC 10 s. 2013 CAT II	N/A	NCR (Licensure and Registration Division-Registration Section)	<ol style="list-style-type: none"> 1. Creates layouts and sketches/visuals to fit job order/assignment; 2. Designs book covers, journals, and other similar outputs; 3. Files, arranges, and bookbinds the Registry Sheets accordingly; 4. Receives the blank Certificate of Registration (CoR) from the Unit Head for the printing of names of successful examinees based on the Alphabetical Lists provided by the Rating Division and approved Resolutions; 5. Verifies the status and checks the correctness and accuracy of picture and other information of the registrant from the database and, if in order, prints and records the CoR; and 6. Performs other related functions.
7	Professional Regulations Assistant	PRC-DOLEB-PREGA-48-2008	8	Php18,998.00	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	N/A	NCR (Licensure and Registration Division-Examination Section)	<ol style="list-style-type: none"> 1. Assists in 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; 2. Assists in conducting ocular inspection of schools and in preparing the Memorandum of Agreement; 3. Prepares the list of rooms and building with capacity; 4. Assists in drafting the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; 5. Assists in drafting and/or delivering 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; 6. Assists in the conduct of examinations; 7. 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 8. Performs other related functions.

8	Information Technology Officer I	PRC-DOLEB-ITO1-46-2017	19	Php49,835.00	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	N/A	NCR (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.
9	Administrative Officer V (Supply Officer III)	PRC-DOLEB-ADOF5-35-2008	18	Php45,203.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	NCR (Finance and Administrative Division)	<ol style="list-style-type: none"> 1. Provides procurement and supply and property management services, including the preparation of the Regional Project Procurement and Management Plan (PPMP); 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; 3. Provides general services, including building/facilities administration and maintenance; 4. Coordinates and provides transportation requirements of licensure examination and regulatory functions in the region; 5. Prepares necessary documents/attachments related to the procurement of office supplies/materials and equipment, and for repairs and maintenance of office vehicles; 6. Coordinates the annual inventory of office equipment/properties and monthly inventory of office supplies and materials, and submits corresponding reports; 7. Checks deliveries of office supplies/materials and equipment, and stores and issues the same to concerned offices upon receipt of request; 8. Maintains individual records of all purchased supplies, materials, and equipment, and issues accountability receipts to individual employees; 9. Processes necessary documents relative to the renewal of Insurance Registration/License and process claims; and 10. Performs other related functions.
10	Administrative Officer III (Cashier II)	PRC-DOLEB-ADOF3-81-2017	14	Php32,321.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	NCR (Finance and Administrative Division)	<ol style="list-style-type: none"> 1. Supervises the collection and handles the deposit of fees and charges; 2. Supervises the balancing of the receipts issued with the collections; 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); 4. Prepares request for certification of deposited collection from the Bureau of Treasury; 5. Prepares the summary of daily collections and Statement of Account Current; 6. Prepares collections and deposit slips; 7. Handles the custody of accountable forms and bond of accountable officers; 8. Prepares cash vouchers with supporting documents/papers; 9. Disburses funds for all activities in the Regional Office operations; 10. Prepares report of disbursement/list of cash items for liquidation/replenishment of MOOE; and 11. Performs other related functions.

11	Administrative Assistant I	PRC-DOLEB-ADAS1-34-2008	7	Php17,899.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	NCR (Finance and Administrative Division)	1. Conducts employment interviews, orientation meetings of new employees, guidance and counseling conferences and handles complaints and grievances; 2. Prepares all pertinent documents relative to personnel actions such as appointment, promotions, awards separation, and certification; 3. Prepares various certifications (certificate of employment with compensation, service records, etc.); 4. Verifies and computes the DTRs of permanent employees of Regional Office; 5. Assists in the implementation of Human Resource Development activities and functions; 6. Performs other related functions.
12	Administrative Assistant I	PRC-DOLEB-ADAS1-35-2008	7	Php17,899.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	NCR (Finance and Administrative Division)	1. Prepares the trial balance, financial statements, and other financial reports; 2. Prepares Journal Entry Vouchers (JEVs); 3. Monitors Purchase Orders (POs)/ Agency (APRs);Encodes disbursements in the eNGAS; 4. Encodes issuance of supplies and materials in the eNGAS; 5. Prepares quarterly Financial Accountability Reports (FAR 1 and FAR 1A-Current and Continuing Appropriations) for submission to COA, DBM, and DOLE; 6. Prepares DOLEWIDE reports (Performance Reports, Appropriations Obligations, Disbursement Report (Annex A), etc.); 7. Performs other related functions.
13	Administrative Aide VI	PRC-DOLEB-ADA6-43-2008	6	Php16,877.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	NCR (Finance and Administrative Division)	1. Assists in providing procurement and supply and property management services, including the preparation of the Regional Project Procurement and Management Plan (PPMP); 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; 3. Assists in providing general services, including building/facilities administration and maintenance; 4. Prepares necessary documents/attachments related to the procurement of office supplies/materials and equipment, and for repairs and maintenance of office vehicles; 5. Assists in coordinating the annual inventory of office equipment/properties and monthly inventory of office supplies and materials, and submits corresponding reports; 6. Checks deliveries of office supplies/materials and equipment, and stores and issues the same to concerned offices upon receipt of request; 7. Maintains individual records of all purchased supplies, materials, and equipment, and issues accountability receipts to individual employees; 8. Assists in processing necessary documents relative to the renewal of Insurance Registration/License and process claims; and 9. Performs other related functions.
14	Administrative Aide VI (Clerk III)	PRC-DOLEB-ADA6-44-2008	6	Php16,877.00	Completion of two-year studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	NCR (Finance and Administrative Division)	1. Assists in providing 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. Assists the Secretariat to the Regional Personnel Selection and other regional HRD-related committees; 3. Assists in the planning, organizing, coordinating, and implementation of the annual training program of the Regional Office, including GAD related training programs and projects; 4. Assists in the preparation of Travel Orders, Special Orders, Memoranda, and other HR-related issuances; 5. Liaises with government entities on personnel-related matters; 6. Assists in coordinating, implementing, and evaluating human resource management/development programs; and 7. Performs other related functions.
15	Administrative Aide IV	PRC-DOLEB-ADA4-84-2008	4	Php14,993.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	NCR (Finance and Administrative Division)	1. Assists in preparing checks/List of Due and Demandable Accounts Payable – Advice to Debit Advice for cash advances and payment accounts payable to creditors; 2. Assists in preparing Cash Vouchers with supporting papers; 3. Assists in preparing the Report of Disbursement, List of Cash items for Liquidation, and Replenishment of Personal Services (PS)/ Maintenance and Other Operating Expenses (MOOE)/ Capital Outlay (CO); 4. Assists in disbursing and liquidating allowances/honoraria and other examination-related expenses; 5. Assists in disbursing and liquidating PS/MOOE/CO; 6. Assists in monitoring the cash position of the Regional Office; 7. Assists in the collection and deposit of fees and charges; and 8. 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 February 9, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached Work Experience Sheet which can be downloaded at 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;
- 5. Certificates of Relevant Trainings and Seminars attended;
- 6. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division **(Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Information Technology Officer III positions);**
- 7. 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; **(Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Supervising Administrative Officer, Supervising Professional Regulations Officer, Information Technology Officer III positions);**
- 8. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
- 9. NBI clearance; **(for private employees)**
- 10. NBI, CSC, Ombudsman, Sandiganbayan Clearances **(for government employees);**
- 11. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer **(for private employees)** ; and
- 12. Medical Declaration Form **(can be downloaded at PRC website)**

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

HENESSY MAE L. ORBETA

Administrative Officer V (HRMO III)

2nd flr., Finance and Administrative Division, PRC Annex Bldg., P. Paredes St.,
Sampaloc Manila

prcnrc.hiringandpromotion@gmail.com OR prcregionalapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

PUBLICATION # 1