

Date: June 28, 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-96-2017	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 II (Licensure and Registration Division-Application Section)	<ol style="list-style-type: none"> 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; 2. Assists in recommending plans, policies, programs, guidelines, and standards relative to the function of the office; 3. Supervises the processing and issuance of applications for licensure examinations; 4. Provides feedbacks for applicants with discrepancies, and conditionally approves applications; 5. Provides assistance in establishing and maintaining linkages with other government agencies and non-government and private institutions; 6. Supervises the endorsement of list of examinees, room assignment, and PERRC to the Examination Section; 7. Supervises the posting of the list of room assignments; 8. Reviews communication letters and monthly reports of the Application Section; 9. Reviews records for disposal; 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 11. Performs other related functions.
2	Professional Regulations Officer III	PRC-DOLEB-PREGO3-89-2017	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 II (Licensure and Registration Division-Examination Section)	<ol style="list-style-type: none"> 1. Undertakes 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 prepares Memorandum of Agreement; 3. Assists in the disposal and/or shredding of used examination test papers, test booklets, and examination materials; 4. Drafts the list of rooms and building with capacity; 5. Reviews request letters, issuances, and other communications; 6. Drafts/prepares the required number of examination personnel and the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; 7. Drafts/prepares communications for offices, establishments and agencies regarding the provision of uninterrupted power supply, and for PNP/NBI for security assistance during the conduct of activities related to licensure examinations; 8. Assists in administering the paper-and-pencil and/or computer-based examinations; 9. Drafts reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the divisions; and 10. 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 27-July-2019.

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;
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:

JOY CHRISTY O. PULANGCO
Administrative Officer V (HRMO III)

Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
prc.tuguegarao@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.