

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 I	PRC-DOLEB-PREGO1-70-2008	11	Php20,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Region IV- A (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>
2	Professional Regulations Officer III	PRC-DOLEB-PREGO3-82-2017	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 IV- A (Licensure and Registration Division- Examination Section)	<ol style="list-style-type: none"> <li>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;</li> <li>2. Assists in conducting ocular inspection of schools, and prepares Memorandum of Agreement;</li> <li>3. Assists in the disposal and/or shredding of used examination test papers, test booklets, and examination materials;</li> <li>4. Drafts the list of rooms and building with capacity;</li> <li>5. Reviews request letters, issuances, and other communications;</li> <li>6. Drafts/prepares the required number of examination personnel and the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination;</li> <li>7. Drafts/prepares communications 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 administering the paper-and-pencil and/or computer-based examinations;</li> <li>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</li> <li>10. Performs other related functions.</li> </ol>
3	Professional Regulations Assistant	PRC-DOLEB-PREGA-80-2008	8	Php16,758.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Region IV- A (Licensure and Registration Division- Examination Section)	<ol style="list-style-type: none"> <li>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;</li> <li>2. Assists in conducting ocular inspection of schools and in preparing the Memorandum of Agreement;</li> <li>3. Prepares the list of rooms and building with capacity;</li> <li>4. Assists in drafting the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination;</li> <li>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;</li> <li>6. Assists in the conduct of examinations;</li> <li>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</li> <li>8. Performs other related functions.</li> </ol>

4	Chief Administrative Officer	PRC-DOLEB-CADOF-59-2017	24	Php83,406.00	Master's Degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/ management learning and development intervention undertaken within the last five (5) years	Four (4) years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility		Region IV- A (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>
5	Administrative Assistant I	PRC-DOLEB-ADAS1-56-2008	7	Php15,738.00	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- A (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Assists in handling the collection of fees and charges;</li> <li>2. Assists in balancing the receipts issued with the collections;</li> <li>3. Assists in the preparation of collections for deposit;</li> <li>4. Assists in the preparation of summary of daily collections and Statement of Account Current;</li> <li>5. Assists in the preparation of validation documents - Cash Deposits at government depository banks; and</li> <li>6. Performs other related functions.</li> </ol>
6	Administrative Assistant I	PRC-DOLEB-ADAS1-29-2008	7	Php15,738.00	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- A (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1. Assists in handling the collection of fees and charges;</li> <li>2. Assists in balancing the receipts issued with the collections;</li> <li>3. Assists in the preparation of collections for deposit;</li> <li>4. Assists in the preparation of summary of daily collections and Statement of Account Current;</li> <li>5. Assists in the preparation of validation documents - Cash Deposits at government depository banks; and</li> <li>6. Performs other related functions.</li> </ol>
7	Administrative Officer I (Cashier I)	PRC-DOLEB-ADOF1-53-2008	10	Php19,233.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Region IV- A (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 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](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.