

Date: August 05, 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	Administrative Assistant I	PRC-DOLEB-ADAS1-55-2008	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 IX (Licensure and Registration Division-Registration Section)	<ol style="list-style-type: none"> 1. Assists in the preparation for and processing of registration of professionals (local and foreign) pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements affecting professionals; 2. Assists in pre-evaluating applications for Special Temporary Permits based on the six (6) categories; 3. Assists in processing applications for initial registration of professionals, including registration without examination, prints and issues Professional Identification Card (PIC) and Certificate of Registration (CoR) upon approval by the Board and the Commission, and prepares reports on the printed and issued PICs and CoRs; 4. Assists in processing applications for conversion of professionals and for the re-issuance of PIC and CoR; 5. Assists in processing applications for renewal of PICs, prints and issues the same if approved, and prepares reports thereon; 6. Assists in processing the authentication of documents (e.g., PIC, CoR, etc.) issued by the Commission; 7. Assists in the processing and issuance of Certificates of Good Standing, Negative/Positive Certification, and other certifications; 8. Assists in processing applications for change of status, change of name, change of date of birth, and other corrections, and transmits updates to the central registry and official database of professionals; 9. Assists in the conduct of mass oath-taking; and 10. Performs other related functions.
2	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-65-2017	19	Php45,269.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Region IX (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. Assists in supervising the processing and issuance of applications for licensure examinations; 4. Provides feedbacks for applicants with discrepancies, and conditionally approves applications; 5. Checks the accuracy of list of examinees and room assignment; 6. Monitors the posting of room assignment; 7. Reviews letters of communication, including replies to online queries, on matters relating to Application Section; 8. Monitors transmittal of list of assignment and PERRCS to Examination Section and the transmittal of documents to and from other Regional Offices; 9. Reviews monthly statistical reports of the section; 10. Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions; 11. Reviews records for disposal, and 12. Performs other related functions.
3	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-45-2008	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 IX (Regulations Division)	<ol style="list-style-type: none"> 1. Assists the Division Chief in planning, directing, and controlling operations related to the implementation of regulation policies and programs; 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; 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; 4. Reviews processed resolutions for COS/COBD/CON, including transmittals, reports, documents, and correspondence/communications; 5. Signs applications for stateboard verification documents; 6. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region; 7. Assists in monitoring and evaluating the implementation of regulatory 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.

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 03-September-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:

LOVELLA D. GEROSO
 Administrative Officer V (HRMO III)
 149 F.S. Palaros Street, Pagadian City
prc3armm@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.