

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	Attorney IV	PRC-DOLEB-ATY4-64-2017	23	Php73,811.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Region X (Office of the Director)	<ol style="list-style-type: none"> 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; 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; 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; 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; 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; 6. Prepares and/or reviews legal communications and opinions for the Regional Office on matters referred to it; 7. Prepares and/or reviews recommendations on name and citizenship cases of applicants in board examinations; 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; 9. Investigates cases involving Regional Office employees, as may be directed by the Regional Director; 10. Reviews contracts and other legal documents involving the Regional Office; 11. Provides legal advice for work-related complaints against office personnel; and Performs other related functions.
2	Professional Regulations Officer II	PRC-DOLEB-PREGO2-58-2008	13	Php25,232.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Region X (Regulations Division)	<ol style="list-style-type: none"> 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.

3	Professional Regulations Assistant	PRC-DOLEB-PREGA-67-2008	8	Php16,758.00	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	Region X (Regulations Division)	<ol style="list-style-type: none"> 1. 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; 2. Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 3. 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; 4. Assists in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region; 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; 6. Processes applications/petitions for Change of Status, Change of Date of Birth, and Change/Correction of Name; 7. Assists in the conduct of career advocacy and other regulatory programs in the region; and 8. Performs other related functions.
4	Professional Regulations Officer III	PRC-DOLEB-PREGO3-59-2017	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 X (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. Reviews, screens, and evaluates completeness of applications for examinations received, and prints and issues the Notice of Admission; 3. Generates room assignment and list of examinees; 4. Monitors the posting of room assignment in the official regional website; 5. Monitors/evaluates records for inventory and disposal; 6. Checks prepared letters of communication, including replies to online queries, on matters relating to Application Division; 7. Checks and monitors transmittal of list of assignment and PERRCs to Examination Division and the transmittal of documents to and from other Regional Offices; 8. Prepares monthly statistical reports of the section; 9. Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions; 10. Monitors/evaluates records for inventory and disposal; and 11. Performs related functions.
5	Professional Regulations Officer I	PRC-DOLEB-PREGO1-56-2017	11	Php20,754.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Region X (Licensure and Registration Division-Examination Section)	<ol style="list-style-type: none"> 1. Assists 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 prepares Memorandum of Agreement; 3. Supervises the disposal of used examination test papers, test booklets, and other examination materials, and prepares the reports thereon; 4. Drafts the list of rooms and building with capacity; 5. Assists in preparing the required number of examination personnel and drafts the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination; 6. Encodes/drafts request letters, issuances, and other communications; 7. Assists in drafting 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; 8. Assists in the conduct of examinations; 9. 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 10. Performs other related functions.

6	Professional Regulations Assistant	PRC-DOLEB-PREGA-62-2017	8	Php16,758.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Region X (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 uninterrupted 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.
7	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-64-2017	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 X (Licensure and Registration Division-Registration Section)	<ol style="list-style-type: none"> 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; 2. Approves/signs Certificates of Good Standing, authentications, and petitions for correction of entries; 3. Processes registration without exam and application for 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.
8	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-65-2017	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 X (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.
9	Administrative Aide I (Utility Worker I)	PRC-DOLEB-ADA1-79-2008	1	Php11,068.00	Must be able to read and write	None required	None required	None required		Region X (Finance and Administrative Division)	<ol style="list-style-type: none"> 1. Performs messengerial work and the receipt of incoming and release of outgoing communications and cargoes; 2. Performs building/facilities maintenance and repair; 3. Performs public information and assistance work; and 4. Performs other related functions.

10	Administrative Officer I (Cashier I)	PRC-DOLEB-ADOF1-47- 2008	10	Php19,233.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility		Region X (Finance and Administrative Division)	1. Handles the collection of fees and charges; 2. Balances the receipts issued with the collections; 3. Assists in the preparation of request of certification of deposited collection from the Bureau of Treasury; 4. Assists in the preparation of deposits of collection; 5. Assists in the preparation of summary of daily collections and Statement of Account Current, and reports of collections; and 6. Performs other related functions
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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:

MARIA MELAGROS A. GOLIS

Chief Administrative Officer

Skypark, Limketkai Center, Cagayan de Oro City

prc.cdo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.