

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION
Request for Publication of Vacant Positions

Date:

August 25, 2020

| 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 | Chief Professional Regulations Officer | PRC-DOLEB-CPREGO-62-2017 | 24 | Php85,074.00 | Master's Degree or Certificate of Leadership and Management from the CSC | Forty (40) hours of supervisory/management learning and development intervention | Four (4) years of supervisory/management experience | Career Service (Professional) Second Level Eligibility | | Region XI (Regulations Division) | <ol style="list-style-type: none"> 1. Assists the Regional Director in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region; 2. Recommends to PRBs schools and firms/establishments for inspection and coordinates MRA Road Mapping and capacity-building activities; 3. Assist the PRBs in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the region and the pre-evaluation of applications for accreditation of CPD providers, programs, and speaker, including self-directed learning activities; 4. Assists the PRBs 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 registration in accordance with mutual recognition agreements and other trade in services agreements, and of applications for Special Temporary Permits, initial registration, renewal of PIC, registration without examination, and conversion of specific professions; 6. Signs application for stateboard verification document; 7. Assists the PRBs in the conduct of career advocacy programs and other regulatory programs; 8. Directs and supervises the preparation of reports, documents, and correspondence; 9. Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region; 10. Monitors and evaluates the implementation of regulation policies and programs, and recommends policies and programs to improve regional operations; 11. Assists in establishing and maintaining linkages with government agencies, non-government institutions, and private institutions; 12. Reviews and confirms the performance ratings of supervisors and employees in his division; and 13. Performs other related functions. |
| 2 | Professional Regulations Officer II | PRC-DOLEB-PREGO2-59-2008 | 13 | Php26,754.00 | Bachelor's Degree | None Required | None Required | Career Service (Professional) Second Level Eligibility | | Region XI (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 Officer III | PRC-DOLEB-PREGO3-56-2017 | 16 | Php35,106.00 | Bachelor's Degree | Four (4) hours of relevant training | One (1) year of relevant experience | Career Service (Professional) Second Level Eligibility | | Region XI (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/valuates 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. |

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| 4 | Professional Regulations Officer II | PRC-DOLEB-PREGO2-62-2017 | 13 | Php26,754.00 | Bachelor's Degree | None required | None required | Career Service (Professional) Second Level Eligibility | Region XI (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 receiving and processing of applications for examination; 3. Reviews, screens, and evaluates completeness of applications for examination received, and prints and issues the Notice of Admission; 4. Assists in the generation of room assignment and list of examinees for endorsement to Examination Section and in the posting of the same in the official regional website; 5. Prepares letters of communication on matters relating to Application Section; 6. Prepares replies to online queries; 7. Monitors/evaluates records for inventory and disposal; 8. Checks requests and transmittal of documents to and from other Regional Offices; and 9. Performs other related functions. |
| 5 | Administrative Officer V (Supply Officer III) | PRC-DOLEB-ADOF5-62-2017 | 18 | Php42,159.00 | Bachelor's Degree | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) Second Level Eligibility | Region XI (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. |

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 24-September-2020.

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:

ANGELICA NIÑA T. AJOS
 Administrative Officer V (HRMO III)
 Calamansi Street Corner 1st Street, Juna Subdivision, Matina, Davao
 City
prc.davao@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.