

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	Administrative Aide III (Driver I)	PRC-DOLEB-ADA3-59-2008	3	Php12,466.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	Professional Driver's License		Region XI (Office of the Director)	<ol style="list-style-type: none"> <li>1. Drives the vehicles of the Regional Director in accordance with approved trip tickets and transports officers and employees with approved Travel Order to their destinations;</li> <li>2. Prepares trip tickets and records gas consumption and number of kilometers travelled;</li> <li>3. Attends to/supervises the maintenance and servicing of the vehicle operated;</li> <li>4. Checks and performs minor repair and troubleshooting of vehicles;</li> <li>5. Performs messengerial tasks, as requested/needed; and</li> <li>6. Performs other related functions.</li> </ol>
2	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-61-2017	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 XI (Licensure and Registration Division)	<ol style="list-style-type: none"> <li>1. Assists the Regional Director in providing administrative and logistical support to the PRBs in the evaluation of exam applicant's qualification, conduct of licensure examinations, and implementation of licensure policies and programs;</li> <li>2. Assists the Regional Director in planning, directing, and controlling regional 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;</li> <li>3. Assists in recommending plans, policies, programs, guidelines, and standards relative to the processing of licensure and/or registration applications and administration of examinations;</li> <li>4. Facilitates the establishment and maintenance of linkages with other government agencies and non-government and private institutions;</li> <li>5. Supervises and monitors the undertaking of administrative preparations for and the conduct of examinations, oath taking, and other official functions;</li> <li>6. Approves the prepared list of rooms, required number of exam personnel and corresponding office order;</li> <li>7. Reviews and approves reports and communications;</li> <li>8. Reviews inventories and records for disposal; and</li> <li>9. Performs other related functions.</li> </ol>
3	Professional Regulations Officer III	PRC-DOLEB-PREGO3-56-2017	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 XI (Licensure and Registration Division-Application Section)	<ol style="list-style-type: none"> <li>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;</li> <li>2. Reviews, screens, and evaluates completeness of applications for examinations received, and prints and issues the Notice of Admission;</li> <li>3. Generates room assignment and list of examinees;</li> <li>4. Monitors the posting of room assignment in the official regional website;</li> <li>5. Monitors/evaluates records for inventory and disposal;</li> <li>6. Checks prepared letters of communication, including replies to online queries, on matters relating to Application Division;</li> <li>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;</li> <li>8. Prepares monthly statistical reports of the section;</li> <li>9. Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions;</li> <li>10. Monitors/evaluates records for inventory and disposal; and</li> <li>11. Performs 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:

**ROSARIO R. BRILLANTES**  
 HRMO Designate  
 Davao Regional Office, 2nd Floor Granland Business Center, Rafael  
 Castillo St., Agdao, Davao City  
[prc.davao@gmail.com](mailto:prc.davao@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.