

Title of the Project : **Regulatory Assessment Project**
Place of Assignment : Regulations Office (RO)
Professional Regulation Commission
P. Paredes St. Sampaloc, Manila

Two (2) LEGAL OFFICERS

Job Description:

1. Review and assess existing policies, guidelines and procedures of the RO;
2. Propose updated and enhanced standards and processes of the RO;
3. Assist the PRBs in the enforcement of their regulatory responsibilities;
4. Assist the PRBs on legal issues related to accreditation, compliance and visitorial functions;
5. Assist the Accreditation and Compliance Division (ACD) in the discharge of its responsibilities;
6. Prepare notices, orders, memoranda, resolutions, circulars, and other documents as may be decided by the PRBs and the Commission;
7. Perform other related functions.

Salary

- Equivalent to Salary Grade 24 – Php83,406.00

Qualifications

- Member of the Philippine Bar
- Above average academic credentials
- Excellent in oral and written communication
- Preferably with experience in investigation and regulatory functions

Eligibility

- RA 1080

Mode of Employment

- Job Order

Two (2) LEGAL ASSISTANTS

Job Description:

1. Assist the Legal Officer or Head, ACD/RO in legal research on issues concerning professional regulation;
2. Assist in initiatives to review, revise, and update standards and processes for RO;
3. Assist in drafting resolutions and other documents in the enforcement of the regulatory responsibilities of the PRBs;
4. Assist the PRBs in the discharge of their accreditation, compliance and visitorial functions;
5. Prepare correspondence, resolutions, orders, agreements, and such other necessary documents for the ACD; and
6. Perform other related functions.

Salary

- Equivalent to Salary Grade 18 – Php40,637.00

Qualifications

- Bachelor of Laws
- Excellent in oral and written communication
- Legal research skills
- Organization skills

Mode of Employment

- Job Order

FOUR (4) ADMINISTRATIVE ASSISTANTS

- **One (1) TECHNICAL COORDINATOR**

Job Description:

1. Assist the PRBs in conducting technical conferences and clarificatory meetings relative to the issuance of Certificates of Compliance;
2. Serve in the secretariat for the conferment of the Outstanding Professional of the Year Award (OPYA), Outstanding Accreditation of Integrated Professional Organization or Accredited Professional Organization (AIPO/APO) of the Year Award and Nubla Excellence Award;
3. Draft invitation letters, congratulatory letters and citations for the winning candidates for the souvenir program, script for the awards night and write-ups for the Commission;
4. Evaluate the OPYA screening process and recommend intervening action on identified gaps; and
5. Perform other related functions

Salary

- Equivalent to Salary Grade 11 – Php20,754.00

Qualifications

- Bachelor's Degree major in English, Communications, Public Relations or Journalism
- Excellent oral and written communication skills
- Computer literate
- Preferably with relevant experience

Mode of Employment

- Job Order

- **One (1) COMPUTER PROGRAMMER**

Job Description:

1. Develop, maintain and update application systems for certificates issued by the PRBs, including accreditation and compliance certificates issued to providers, representatives, firms, laboratories, and programs;
2. Provide technical support in the design and implementation of the system;
3. Provide assistance to end-users in implementing the application systems;
4. Coordinate with the ICT Office in the development and operation of ICT systems; and
5. Perform other related functions.

Salary

- Equivalent to Salary Grade 11 – Php20,754.00

Qualifications

- Bachelor's Degree of Computer Science, Information Technology or its equivalent
- Proficient in different computer languages
- Preferably with relevant experience

Mode of Employment

- Job Order

- **Two (2) ARCHIVIST and RECORD KEEPER**

Job Description:

1. Ensure safety and confidentiality of records and appropriate handling and release of records;
2. Provide reference service and file classification that complies with ISO standards and policies as recommended by NAP for easy tracking and managing of documents;
3. Assist in the preservation of records;
4. Conduct periodic inventory of records;
5. Coordinate with the Archives and Records Division in the collection, handling, and preservation of data/records; and
6. Perform other related functions

Salary

- Equivalent to Salary Grade 11 – Php20,754.00

Qualifications

- Bachelor of Library Science or its equivalent
- With relevant training on archiving and records keeping
- Preferably with relevant work experience

Mode of Employment

- Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

1. Duly accomplished and notarized Personal Data Sheet (PDS) with work experience sheet and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. Photocopy of eligibility/license
6. TIN

Qualified applicants are advised to hand in or send through courier/email their application to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO III)
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila
prc.rsps@rcmailcom