

Electronic copy to be submitted to the
CSC FO must be in MS Excel format

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PROFESSIONAL REGULATIONS COMMISSION in the CSC website:


JINKY JOY DELA CRUZ-PARIL
HRMO

Date: September 13, 2023

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	Construction and Maintenance General Foreman	PRC-DOLEB-CMGF-34-2016	11	Php27,000.00	High School Graduate	Eight (8) hours of relevant training	Two (2) years of relevant experience	None Required (MC 11, s. 96-Cat. III)	N/A	Central Office (General Services Division)	1. Oversees construction work and ensures that it is done in accordance with the plan and guidelines; 2. Determines the priorities for work to be done, the number and qualification of workers, and the availability of items needed for the job based on the instructions from management; 3. Inspects and reviews projects to monitor compliance with building and safety codes, and other regulations; 4. Acts as liaison between management and the workers; 5. Ensures that all safety regulations are followed in the construction site; 6. Obtains all necessary permits and licenses; 7. Prepares preliminary incident report in case of accident on site; and Performs other related functions.
2	Management and Audit Analyst II	PRC-DOLEB-MAA2-29-2016	15	Php36,619.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Budget and Management Division)	1. Assists in rendering advisory services in seeking and implementing substantive decisions; 2. Conducts researches and studies on management and internal control systems; 3. Develops, formulates, and recommends administrative and management policy proposals, and monitors the implementation thereof; 4. Assists in supervising the review and analysis of internal control systems to safeguard finances and properties, as well as to ascertain weaknesses and deficiencies requiring correction; 5. Supervises the review of the technical papers of the office relative to projects/contracts as to technical details and financial and management implications; 6. Prepares periodic and required reports by agency officials and other government offices; and 7. Performs other related functions.

3	Administrative Aide VI (Disbursing Officer I)	PRC-DOLEB-ADA6-26-2016	6	Php17,553.00	Completion of two-year studies in College	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Cash Division)	<ol style="list-style-type: none"> 1. Issues Official Receipt (OR); 2. Records/Indexes payment for various creditors, PRBs, PRC officials, and employees; 3. Records paid Disbursement Vouchers (DV) with supporting documents, for submission to the Accounting Division; 4. Prepares Report of Check Issued (RCI) and Advice of Check Issued and Cancelled (ACIC); 5. Checks List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA), Summary of LDDAP-ADA Issued and Invalidated ADA Entries (SLIEE), and checks; 6. Releases checks/LDDAP-ADA and other payments to employees/creditors; 7. Files LDDAP-ADA, check stubs, and SLIEE, and sums up the total disbursement for the month; 8. Tallies total amount of disbursement with the RCI and ACIC; 9. Prepares report of disbursement for various licensure examinations; 10. Assists in the monitoring of Notice of Cash Allocation (NCA) and disbursement, to avoid overdraft; 11. Compares/counterchecks unreconciled amount of Disbursement with the Accounting Division and make necessary adjustment; 12. Prepares documents for the updating of bank signatories; 13. Oversees the timely payment of all approved vouchers; 14. Monitors and prepares requests for checks, for approval of the Bureau of Treasury (BTr); 15. Acts as a collecting and disbursing officer, as needed; 16. Disburses funds for PRC activities; and 17. Performs other related functions.
4	Attorney III	PRC-DOLEB-ATY3-19-2016	21	Php63,997.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Commission Secretariat)	<ol style="list-style-type: none"> 1. Assists the unit head in supervising and ensuring the prompt disposition of appealed cases; 2. Reviews, evaluates, and makes recommendations on cases brought on appeal; 3. Reviews draft decisions before submission to the Commission for signature; 4. Prepares draft decisions, orders, and other legal communications; 5. Acts as legal representative/counsel of the Commission in all cases brought before the Appellate Courts, in coordination with the Office of the Solicitor General and the Department of Justice; 6. Executes the decisions and orders of the Commission in appealed cases; and 7. Performs other related functions.
5	Administrative Assistant II	PRC-DOLEB-ADAS2-28-2016	8	Php19,744.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Commission Secretariat)	<ol style="list-style-type: none"> 1. Acts as Docket and Records Officer of the Legal Appeals Unit; 2. Receives and records incoming and outgoing documents; 3. Dockets, encodes, and assigns docket number for appealed cases; 4. Prepares, compiles, maintains, and arranges the folders of cases and other documents; 5. Verifies and issues certifications related to the status of appealed cases; 6. Transmits correspondence, decisions, orders, and other legal communications; 7. Delivers outgoing documents to different offices concerned; and 8. Performs other related functions.
6	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-61-2008	4	Php15,586.00	Completion of two years studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Commission Secretariat)	<ol style="list-style-type: none"> 1. Compiles and manages the files of the Commission Secretariat; 2. Receives, logs, and/or delivers incoming and outgoing documents of the Commission Secretariat; 3. Receives telephone calls and guests of the Commission Secretariat; and 4. Performs other related functions.

7	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-60-2008	4	Php15,586.00	Completion of two years studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Continuing Professional Development Division)	<ol style="list-style-type: none"> 1. Acts as the personal secretary of the division chief; 2. Compiles and manages the files of the division chief; 3. Receives, logs, and/or delivers incoming and outgoing documents of the division; 4. Receives telephone calls and guests; 5. Acts as liaison officer of the division; and 6. Performs other related functions.
8	Administrative Assistant II	PRC-DOLEB-ADAS2-51-2008	8	Php19,744.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Database Management Systems Division)	<ol style="list-style-type: none"> 1. Updates/modifies records per the approved amendments/service request; 2. Updates the missing record in the database; 3. Assists in end-user trainings; 4. Performs document scanning work; 5. Prepares the physical accomplishment and narrative accomplishment reports of the division; and 6. Performs other related functions.
9	Attorney III	PRC-DOLEB-ATY3-21-2016	21	Php63,997.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Hearing and Investigation Division)	<ol style="list-style-type: none"> 1. Conducts hearings of administrative cases; 2. Assists in advising the Commission, its officials, and the PRBs on investigation and hearing matters, as well as on legal and technical matters relative to department/Commission policies and procedures; 3. Reviews draft rulings, decisions, and other legal correspondence; 4. Assists in monitoring the status of administrative and conciliation-mediation cases filed before the PRBs; 5. Assists in recording and monitoring the status of all cases filed in regular courts by and against the Commission and PRBs; 6. Assists in supervising the verification of status of cases and the updating of the database on the status of all pending cases; 7. Reviews the certification and/or clearance regarding the status of individual professionals; 8. Assists in supervising the docketing and records functions; and 9. Performs other related functions.
10	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-27-2016	19	Php51,357.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (International Commitments and Negotiation Division)	<ol style="list-style-type: none"> 1. Reviews the draft policies, positions for international agreements, and/or commitments relative to trade in services particularly in the practice of profession; 2. Reviews the draft of processed consultation and study outputs, including country offers in the Schedule of Commitments and the like, for the formulation and development of negotiations strategy; 3. Reviews indicative offers, requests, commitments and measures on professional services in the four (4) Modes of Supply under the relevant international agreements/cooperation; 4. Reviews draft descriptors or learning outcomes for the three (3) domains of the Philippine Qualifications Framework; 5. Reviews draft executive briefs, bilateral and multilateral agreements or inclusions thereat, project proposals, advisories, talking points, position papers, and other technical materials for the Commission and Professional Regulatory Boards; 6. Prepares periodic accomplishment reports; 7. Reviews and validates the prepared briefers or materials for meetings; 8. Reviews and analyzes the output of the meeting and prepares the initial report thereon; 9. Assists in the general conduct of the meeting; 10. Assists in ensuring compliance of protocols in the reception of visiting foreign delegations/dignitaries; 11. Recommends to the chief the plan of activities of the division; 12. Assists in the planning, provision of direction, and supervision of the operation and activities of the division; and 13. Performs such other related functions.

11	Professional Regulations Officer II	PRC-DOLEB-PREGO2-30-2016	13	Php31,320.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (International Commitments and Negotiation Division)	<ol style="list-style-type: none"> 1. Drafts policies, positions for international agreements, and/or commitments relative to trade in services particularly in the practice of profession; 2. Processes consultation and study outputs, including country offers in the Schedule of Commitments and the like, for the formulation and development of negotiations strategy; 3. Develops and formulates indicative offers, requests, commitments and measures on professional services in the four (4) Modes of Supply under the relevant international agreements/cooperation; 4. Provides technical and administrative assistance to the PRBs in the crafting of descriptors or learning outcomes for the three (3) domains of the Philippine Qualifications Framework; 5. Drafts executive briefs, bilateral and multilateral agreements or inclusions thereof, project proposals, advisories, talking points, position papers, and other technical materials for the Commission and PRBs; 6. Prepares briefers or materials for meetings; 7. Provides logistical and administrative assistance in the preparation for and conduct of meetings; 8. Records pertinent details of the meeting or similar proceedings; 9. Assist in ensuring the compliance of protocols in the reception of visiting foreign delegation/dignitaries; 10. Records and manages the calendar of activities of the division; 11. Keeps and maintains all pertinent records of positions and international agreements/cooperations for reference; 12. Performs such other related functions.
12	Attorney V	PRC-DOLEB-ATY5-25-2016	25	Php102,690.00	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080	N/A	Central Office (Legal Research and Opinion Division)	<ol style="list-style-type: none"> 1. Assists the Legal Office director in advising the Commission on legal matters; 2. Exercises supervision and control over legal officers and staff of the division; 3. Undertakes final review of draft legal research and opinions, contracts and agreements, and other legal issues/inquiries and concerns; 4. Undertakes final review of the citizenship qualifications of applicants, as necessary, for the licensure examinations and renders legal advice in relation thereto; 5. Undertakes final review on recommendations pertaining to petitions for correction of name and/or date of birth; 6. Assists the Commission in the review/preparation of office orders, circulars, or memoranda, as required by the Commission; and 7. Performs other related functions.
13	Planning Officer IV	PRC-DOLEB-PLO4-33-2016	22	Php71,511.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Monitoring and Evaluation Division)	<ol style="list-style-type: none"> 1. Provides technical assistance in the area of project development, monitoring, and evaluation; 2. Reviews the periodic monitoring and evaluation of performance reports of the Central and Regional Offices; 3. Formulates recommendations based on the consolidated reports; 4. Participates in the analysis and evaluation of project/program proposals, in conformity with national development goals and plans; 5. Formulates guidelines and criteria for determining priorities for proposed projects/programs; 6. Develops and recommends planning methodologies and direction to ensure a more effective and efficient delivery of services; 7. Reviews the draft of the work program and budget of the division; 8. Acts as liaison officer or representative of the Division, as assigned by the supervisor; and 9. Performs other related functions.
14	Attorney III	PRC-DOLEB-ATY3-1-2019	21	Php63,997.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Office of the Chairman)	<ol style="list-style-type: none"> 1. Provides legal advice and assistance on matters referred by the Commission Chairperson; 2. Conducts researches on issues and concerns involving the interpretation and application of law, policies, rules and regulations; 3. Performs other related functions.

15	Attorney III	PRC-DOLEB-ATY3-2-2019	21	Php63,997.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	N/A	Central Office (Office of the Chairman)	1. Provides legal advice and assistance on matters referred by the Commission Chairperson; 2. Conducts researches on issues and concerns involving the interpretation and application of law, policies, rules and regulations; 3. Performs other related functions.
16	Planning Officer III	PRC-DOLEB-PLO3-33-2016	18	Php46,725.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Planning Division)	1. Consolidates, analyzes, evaluates, and collates the plans and the financial and performance reports of Commission offices and Professional Regulatory Boards (PRBs); 2. Assists in coordinating with Commission offices/divisions regarding the translating of plans and overall program and actions thereof into specific agency targets; 3. Prepares memoranda and other office communications 4. Documents planning sessions and other planning-related meetings; 5. Assists in the preparation of the Commission Annual Report; and 6. Performs other related functions.
17	Professional Regulations Assistant	PRC-DOLEB-PREGA-54-2008	8	Php19,744.00	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	N/A	Central Office (Rating Division)	1. Assigns and records batch numbers to examination papers received; 2. Numerically arranges the answer and identification sheets of examinees; 3. Consolidates examinees' answer sheets and ensures completeness of the same; 4. Acts as liaison officer of the division; 5. Manages and updates the records of the division; 6. Manages the proper storage and retrieval of examination papers; 7. Receives examination papers for safekeeping in the vault; 8. Mainly responsible for the transmittal of various documents originating from the division to the other offices in the Commission; and 9. Performs other related functions.
18	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-58-2008	4	Php15,586.00	Completion of two years studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Rating Division)	1. Batches the complete sets of ID and answer sheets for storage in the vault; 2. Performs timely bookbinding of consolidated documents produced after the release of examination results; 3. Stores the examination papers inside the vault until withdrawal for reading through the Optical Mark Reader (OMR); 4. Retrieves and opens the sealed packages/envelopes in the presence of the Board Member/s concerned; 5. Transports the opened envelopes of Answer/ID sheets to the OMR Section; 6. Reproduces documents needed before and after the release of examination results; 7. Pulls-out ID Sheets of examinees requesting for correction of names and/or birthdates; 8. Performs other related functions.
19	Administrative Assistant II	PRC-DOLEB-ADAS2-25-2016	8	Php19,744.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Regulations Office)	1. Receives calls and guests; 2. Schedules and keeps a record of appointments; 3. Receives and organizes all papers for action; 4. Records incoming and outgoing correspondence; 5. Types correspondence, reports, and other documents; and 6. Performs other related duties.
20	Administrative Aide V (Illustrator II)	PRC-DOLEB-ADA5-41-2008	5	Php16,543.00	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Illustrator (MC No. 10, s. 2013-Cat. II)	N/A	Central Office (Research and Statistics Division)	1. Under general supervision, layouts graphs, tables, and other visuals needed for presentations; 2. Designs book covers, journals, and other similar outputs; 3. Assists in the printing and/or reproduction of reports, statistical data, and other information for dissemination; 4. Assists in the formatting of survey questionnaires; 5. Assists in the gathering of data or survey results; 6. Receives request for statistics and other examination results-related information; 7. Assists in the storage and retrieval of records; and 8. Performs other related functions.

21	Computer Programmer I	PRC-DOLEB-COMPRO1-60-2008	11	Php27,000.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Systems Development and Maintenance Division)	1. Develops, enhances, maintains, and updates information/application systems; 2. Provides technical support in the design, development, deployment, and implementation of outsourced systems; 3. Builds application systems based on technical design documents; 4. Designs program logic formulation; 5. Develops computer program specifications; 6. Integrates modules; 7. Provides end-users with assistance/training in using/implementing the information/application systems; and 8. 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 October 4, 2023.

1. Fully accomplished and Notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached Work Experience Sheet which can be downloaded at www.csc.gov.ph (The date of PDS must be within the publication period);
 2. Performance Rating (**for private employees**) or DPCR/IPCR in the last rating period (**for government employees**);
 3. Photocopy of certificate of eligibility/rating/license; and
 4. Photocopy of Transcript of Records;
 5. Certificates of Relevant Trainings and Seminars attended;
 6. Designation order in case the applicant has been designated in an acting capacity or Officer-in-Charge in a Department/Office/Division
- (Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Information Technology Officer III positions) (**for government employees**);
7. Proof of related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);

The following documents will be submitted only by the Top Five (5) Ranked Candidates

8. NBI clearance or proof of application; (**for private employees**)
9. NBI, CSC, Ombudsman, Sandiganbayan Clearances or proof of application (**for government employees**);
10. Medical Declaration Form (**can be downloaded at PRC website**); and
11. Personality Test

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MR. TEOFILO M. SISON, JR.
Director IV, PRC Central
HRMPSB Chairperson
P. Paredes St. cor N Reyes St., Sampaloc, Manila
KHRISTINE S. LABAO
Administrative Officer V (HRMO III)
prcvacancies2023@gmail.com

PUBLICATION # 6

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.