

Republic of the Philippines  
**PROFESSIONAL REGULATIONS COMMISSION**

Date:

May 31, 2021

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-30-2016	24	Php86,742.00	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		Central Office (Accreditation and Compliance Division)	1.Recommends to the director of the Regulation Office the plans, policies, and programs of the division; 2.Evaluates the performance of the operating units in terms of the targets set and accomplishments; 3.Conducts study and benchmarking for the development and improvement of the division; 4.Provides technical support to PRBs for the implementation of the above stated function; 5.Collaborates, networks, and coordinates with concerned stakeholders in the government, industry, and other organizations; 6.Approves the statistical data of the accredited professional organizations, firms/partnerships/corporations allowed to practice regulated professions, accredited training programs and institutions, specialty societies and organizations, and the inspected higher educational institutions and establishments, for monitoring; 7.Reviews and approves the periodic accomplishment reports; and 8.Performs other related functions.
2	Attorney V	PRC-DOLEB-ATY5-30-2008	25	Php98,886.00	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080		Central Office (Hearing and Investigation Division)	1.Assists the Legal Office director in advising the Commission on investigation and hearing matters; 2.Exercises supervision and control over hearing officers and legal staff of the division; 3.Undertakes final review of draft rulings and decisions; 4.Monitors the status of administrative and conciliation-mediation cases filed before the PRBs; 5.Records and monitors the status of all cases filed in regular courts by and against the Commission and PRBs; 6.Supervises the verification of status of cases and the updating of the database on the status of all pending cases; 7.Issues certification and/or clearance regarding the status of individual professionals as required by international agencies, including Commission officials and employees and PRBs; 8.Directly supervises the docketing and records functions; 9.Assists the Commission in the preparation of office orders, circulars, or memoranda; and 10.Performs other related functions.
3	Attorney III	PRC-DOLEB-ATY3-32-2008	21	Php60,901.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Hearing and Investigation Office)	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.
4	Attorney III	PRC-DOLEB-ATY3-2-2019	21	Php60,901.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		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.

5	Planning Officer V	PRC-DOLEB-PLO5-31-2016	24	Php86,742.00	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	Central Office (Planning Division)	<ol style="list-style-type: none"> <li>1.Pre pares plans and programs for and directs the work operations of the division, and ensures the implementation of division activities according to the timetable;</li> <li>2.Provides technical assistance to the Commission in the formulation of long range and annual plans and programs, and develops systems and standards for the establishment of a planning framework that includes targets, major final outputs, and critical indicators;</li> <li>3.Supervises the coordination with Commission offices and Professional Regulatory Boards regarding the preparation of the Commission budget, particularly in the formulation of work and financial plans;</li> <li>4.Supervises the consolidation and validation of physical and financial targets submitted by concerned Commission offices, in preparation for the annual budget proposal;</li> <li>5.Coordinates and supervises the preparation and conduct of the Commission planning sessions;</li> <li>6.Supervises the preparation of the annual report of the Commission, in collaboration with concerned offices and divisions;</li> <li>7.Supervises the preparation and updating of the strategic performance management systems, including agency OPIF logframe;</li> <li>8.Ensures timely submission of all budget forms and reports to oversight agencies;</li> <li>9.Establishes and maintains linkages with government agencies in its areas of concern; and</li> <li>10.Performs other related functions.</li> </ol>
6	Professional Regulations Assistant	PRC-DOLEB-PREGA-13-2016	8	Php18,251.00	Completion of two-year studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Central Office (PRB Secretariat Division)	<ol style="list-style-type: none"> <li>1.Assists the board secretaries in ensuring the efficient and smooth operations within their respective clusters;</li> <li>2.Coordinates with the other PRAs to ensure smooth flow of activities within the PRB Secretariat;</li> <li>3.Assists in handling the custody, management, and maintenance of all PRB and PRB Secretariat files and documents;</li> <li>4.Assists the board secretaries in the drafting of resolutions, memoranda, notices, letters, endorsements, and other correspondence of the PRBs;</li> <li>5.Assists the board secretaries in the preparation for and conduct of the mass oath taking of new professionals and the orientation of new PRBs;</li> <li>6.Assists in drafting periodic accomplishment and other reports of the PRB Secretariat; and</li> <li>7.Performs other related functions.</li> </ol>
7	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-33-2016	24	Php86,742.00	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	Central Office (Qualification Recognition Division)	<ol style="list-style-type: none"> <li>1.Reviews and recommends to the PRBs all applications for the registration/issuance of Special Temporary Permits to foreigners for the authority to practice their profession in the Philippines, for residency/fellowship trainings, and for applications for conferment of additional title to Filipino professionals, pursuant to international agreements/cooperation;</li> <li>2.Reviews and recommends approval of resolutions, endorsements, letters of denial, replies on inquiries regarding the process of application, and letters regarding applicants' lack of requirements;</li> <li>3.Reviews and recommends approval of issuance of certificates to foreigners allowed to practice the profession in the Philippines or to Filipino professionals under ASEAN Mutual Recognition Arrangements;</li> <li>4.Undertakes liaison activities with national, regional, and international professional regulatory authorities and bodies in the implementation of international agreements to promote networking, mutual exchange, and cooperation, including professional qualifications framework development, alignment, and referencing;</li> <li>5.Undertakes the monitoring of the conditions and welfare of Filipino professionals deployed under the MRA, APEC Engineer/Architect Register Philippines, and other international agreements/cooperation, in coordination with DOLE Philippine Overseas Labor Offices through the Philippine Embassies;</li> <li>6.Undertakes the monitoring of the implementation of undertakings of foreign professionals in the Philippines and refers to Commission offices and/or appropriate law enforcement agencies the cases of foreign professionals illegally practicing regulated professions; and</li> <li>7.Performs other related functions.</li> </ol>
8	Administrative Aide V	PRC-DOLEB-ADA5-41-2008	5	Php15,275.00	Completion of two-year studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional)/First Level Eligibility	Central Office (Research and Statistics Division)	<ol style="list-style-type: none"> <li>1.Under general supervision, layouts graphs, tables, and other visuals needed for presentations;</li> <li>2.Designs book covers, journals, and other similar outputs;</li> <li>3.Assists in the printing and/or reproduction of reports, statistical data, and other information for dissemination;</li> <li>4.Assists in the formatting of survey questionnaires;</li> <li>5.Assists in the gathering of data or survey results;</li> <li>6.Receives request for statistics and other examination results-related information;</li> <li>7.Assists in the storage and retrieval of records; and</li> <li>8.Performs other related functions.</li> </ol>

9	Attorney III	PRC-DOLEB-ATY3-22-2016	21	Php60,901.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Special Prosecution Division)	1.Acts as Special Prosecutor in cases filed by the Commission against any professional, Commission employee, applicant for examination (examinee), member of the PRBs, or other persons violating the laws implemented by the PRC and the PRBs; 2.Represents the Commission and the PRBs in all cases filed and/or appealed before the regular courts or other quasi-judicial agencies, CA, or the SC, by and against the PRBs and the Commission, in coordination with the Office of the Solicitor General and other agencies concerned; 3.Assists in advising the Commission and its officials and the PRBs on investigation and prosecution matters, as well as on legal and technical matters relative to departmental policies and the procedures of special prosecution; 4.Drafts pleadings, correspondence, opinions, and/or comments; 5.Files suits before any court or tribunal against persons who commit acts or omissions in violation of the Professional Regulatory Laws and the PRC Modernization Act; 6.Provides general supervision and monitoring over all cases filed before the regular courts and quasi-judicial agencies which are pending for investigation and hearing; and 7.Performs other related functions.
10	Attorney II	PRC-DOLEB-ATY2-35-2008	18	Php43,681.00	Bachelor of Laws	None required	None required	RA 1080		Central Office (Special Prosecution Division)	1.Assists in advising the Commission and its officials and the PRBs on investigation and prosecution matters, as well as on legal and technical matters relative to departmental policies and the procedures of special prosecution; 2.Acts as Special Prosecutor in cases filed by the Commission against any professional, Commission employee, applicant for examination (examinee), member of the PRBs, or other persons violating the laws implemented by the PRC and the PRBs; 3.Represents the Commission and the PRBs in all cases filed and/or appealed before the regular courts or other quasi-judicial agencies, CA, or the SC, by and against the PRBs and the Commission, in coordination with the Office of the Solicitor General and other agencies concerned; 4.Drafts pleadings, correspondence, opinions, and/or comments; 5.Files suits before any court or tribunal against persons who commit acts or omissions in violation of the Professional Regulatory Laws and the PRC Modernization Act; 6.Provides general supervision and monitoring over all cases filed before the regular courts and quasi-judicial agencies which are pending for investigation and hearing; and 7.Performs other related functions.
11	Computer Programmer I	PRC-DOLEB-COMPRO1-59-2008	11	Php23,877.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (System 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 July 15, 2021.

1. Letter of Intent indicating the position, item number and place of assignment of the position that you are applying for;
2. Fully accomplished **NOTARIZED** Personal Data Sheet (PDS) with recent passport-sized picture and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. NBI clearance;
7. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);
8. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current private employer; and
9. Medical Declaration Form for vacant positions (see below "**Click HERE for the Additional Requirements and Medical Certificate**")

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  
[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.