

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:

GLORIA L. ASINAS

HRMO

Date: February 17, 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	Security Officer I	PRC-DOLEB-SECO1-39-2008	11	Php22,316.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (General Services Division)	<ol style="list-style-type: none"> 1. Exercises authority over the security personnel of the Commission, including outsourced private guards; 2. Executes and enforces all orders, directives, and instructions of the Commission; 3. Plans the organization, employment, and disposition of guards into units; 4. Approves schedule of duties of the guards and monitors their compliance; 5. Conducts investigation of serious violations of office rules and regulations, and enforces discipline as necessary; 6. Maintains records of incident reports regarding security; and 7. Performs other related functions.
2	Internal Auditor V	PRC-DOLEB-IAUD5-14-2016	24	Php85,074.00	Master's Degree or Certificate in 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 (Internal Audit Division)	<ol style="list-style-type: none"> 1. Sets the annual goals, objectives, plans, and work programs of the unit; 2. Establishes internal auditing guidelines and procedures for the conduct of management and operations performance audit; 3. Oversees the conduct of internal audit; 4. Conducts final review of internal audit report findings and recommendations; 5. Recommends policies and guidelines on the development and implementation of the Commission's internal audit systems; 6. Plans, supervises, evaluates, and reviews the work and performance of the unit staff; 7. Supervises the preparation of the physical accomplishment reports and narrative accomplishment reports of the unit; and 8. Performs other related functions.

3	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-24-2016	22	Php66,867.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	Central Office (Professional Registry Division)	<ol style="list-style-type: none"> 1. Assists the Chief PRO in the performance of his/her functions and acts as Deputy Chief in his/her absence; 2. Supervises the activities and accomplishment of the various operating units in the performance of their functions; 3. Reviews and recommends for approval of the chief the draft plans, policies, programs, guidelines, and standards relative to the registration of professionals (with and without examination), issuance of professional license/Certificate of Registration, renewal of Professional Identification Card, and authentication of professional documents; 4. Maintains custody of original copy of records of initial registration, renewal of Professional ID cards, and suspension and/or revocation of license; 5. Examines the accuracy of the printed Certificates of Registration; 6. Reviews and recommends the approval of the statistical data of registered professionals; and 7. Performs other related functions.
4	Administrative Aide IV	PRC-DOLEB-ADA4-59-2008	4	Php13,807.00	Completion of two (2) year studies in college	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	Central Office (Rating Division)	<ol style="list-style-type: none"> 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.
5	Administrative Aide V	PRC-DOLEB-ADA5-38-2016	5	Php14,641.00	Completion of two (2) year studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	Central Office (Research and Statistics Division)	<ol style="list-style-type: none"> 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.

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 18 March 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:

KHRISTINE S. LABAO

Administrative Officer V (HRMO III)

P. Paredes St. cor N Reyes St., Sampaloc, Manila

prchr.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.