

Date: July 28, 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	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-25-2016	22	Php68,415.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Central Office (Accreditation and Compliance Division)	1.Supervises the activities and evaluates the performance of the personnel assigned to the unit; 2.Monitors the performance of operating unit assigned in terms of targets set and accomplishments; 3.Reviews and recommends to the Professional Regulatory Boards (PRBs) and the Commission the approval of the applications and the draft resolutions approving the same for the accreditation of the professional organizations, firms/partnerships/corporations allowed to practice the regulated profession, training programs and institutions, and specialty societies and organizations; 4.Examines the prepared Certificate of Accreditation of the professional organizations, firms/partnerships/corporations allowed to practice the regulated profession, training programs and institutions, and specialty societies and organizations; 5.Reviews and recommends the approval of the statistical data of the accredited Professional Organizations, firms or partnership or corporation allowed to practice the regulated profession, training programs and institutions and specialty societies and organizations, and the inspected higher educational institutions and establishments, for monitoring; 6.Accompanies the PRBs in the conduct of the inspection and monitoring of higher educational institutions or establishments, as assigned; 7.Reviews periodic accomplishment reports; and 8.Performs other related functions.
2	Chief Administrative Officer	PRC-DOLEB-CADOF-32-2008	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 (Budget and Management Division)	1.Supervises and coordinates the preparation and review of the annual agency budget proposal and supplemental or special budgets based on the priority programs, projects, and thrusts of the Commission; 2.Supervises the development of plans and programs, systems, and procedures relative to management improvement and internal control matters; 3.Renders advisory services and technical assistance in budgeting operations and management systems; 4.Recommends the Agency Work and Financial Plan, Agency Budget Matrix, and Annual Allocation Program with supporting documents; 5.Reviews forms, orders and circulars embodying instruction on budget and appropriation control for the signature of the agency head; 6.Organizes, plans, and develops systems and signs on the allotment release program based on the General Appropriations Act (GAA) and the Special Allotment Release Order (SARO) issued by the Department of Budget and Management (DBM), sub-allotments, and inter-fund transfers of funds for allocation to Regional Offices; 7.Processes money claims and acts on obligation of allotments; 8.Supervises the preparation, maintenance, modification, and updating of the Commission's organization operating procedure manuals; 9.Recommends appropriate action and initiates revisions on designed quality assessment programs; 10.Approves and submits periodic and required reports to Agency officials and oversight government offices; 11.Plans, organizes, and controls the overall work programs and assignments of staff, and conducts periodic performance evaluation and recommendation for their professional development; and 12.Performs other related functions.
3	Administrative Assistant II	PRC-DOLEB-ADAS2-29-2016	8	Php18,251.00	Completion of two-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 (Commission Secretariat)	1. Records incoming and outgoing correspondences of the unit; 2. Transmits letters for mailing to the Records Management Division; 3. Submits Commission resolutions on recommendation for appointment of nominees to the Office of the President; 4. Monitors the records of nominees and/or applicants and the transmittal of recommendation, nomination, and/or application; 5. Checks the completeness of documentary requirements of nominees and/or applicants; 6. Prepares the files of documentary requirements of nominees/applicants scheduled for interview; 7. Coordinates with the staff of the Commission Proper regarding the schedule of interview of nominees and the oath taking of appointees; 8. Assists in the conduct of interview of nominees and oath taking of appointees; 9. Drafts press releases/announcements, and 10. Performs other related functions.
4	Chief Administrative Officer	PRC-DOLEB-CADOF-30-2008	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 (General Services Division)	1.Supervises and monitors the general service operations of the office; 2.Supervises and monitors the implementation of maintenance services of the buildings and facilities, furniture and fixtures, equipment and motor vehicles, and other similar physical assets of the Commission; 3.Plans, monitors, and evaluates the division's target and performance according to agreed indicators and measures; 4.Monitors and evaluates the implementation of the provision of security and janitorial services; 5.Reviews and finalizes policy recommendations on general service administration; 6.Provides technical assistance in procurement relative to infrastructure and physical facilities development; 7.Supervises the logistical and transportation requirements of the Commission and Professional Regulatory Boards in licensure examination and other regulatory programs and official activities of the Commission; and 8.Performs other related functions.

5	Administrative Aide VI	PRC-DOLEB-ADA6-65-2008	6	Php16,200.00	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		Central Office (Internal Audit Division)	1.Under general supervision, assists in the conduct of internal audit; 2.Gathers information on management and operations performance to be audited; 3.Discusses research findings with the leader of audit team; and 4.Performs other related functions.
6	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-26-2016	22	Php68,415.00	Bachelor's Degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Central Office (International Development Division)	1.Assists the division chief in the planning, provision of direction, and supervision of the operations and activities of the division; 2.Reviews the output of the analysis in the developments and monitors and updates the division chief of foreign countries' compliance to commitment/deliverables under existing international agreements/cooperations, including trade in services policy strategies, directions, and developments in international trade in services agreements, parallel international trade agreements; 3.Reviews draft accomplishment reports, for approval of the division chief; 4.Reviews and endorses to the division chief the recommended plan of activities of the division and consultative plans; 5.Reviews draft questionnaires and other materials (i.e., briefing notes, executive summary, etc.) needed for the consultations/ meetings; 6.Reviews and endorses to the division chief the identified people/entities to be considered as stakeholders for consultations/ meetings; 7.Reviews and analyzes the output from the consultation or meeting and prepares the initial report thereon; 8.Oversees the coordination of the preparation and conduct of consultations/meetings and ensures compliance of protocols; 9.Identifies necessary steps/actions to be taken, including the conduct of further consultations or meetings, as necessary; 10.Reviews the prepared initial study report and/or global market information and determines responsiveness and completeness thereof; and 11.Performs other related functions.
7	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-27-2016	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 (Licensure Division)	1.Plans, oversees, controls, monitors, and evaluates the operations of the division; 2.Recommends plans, policies and programs, and guidelines relative to the application for and the conduct of licensure examinations; 3.Coordinates and monitors activities relative to the application for and conduct of examination; 4.Supervises and coordinates the operations of the Confidential Printing Room for the printing and release of test questions/test booklets; 5.Drafts the annual Master Schedule of Target Dates of Activities for Licensure Examinations and the Peer Review and Item Analysis Calendar, in consultation with the Professional Regulatory Boards (PRBs) and operating units; 6.Consolidates reports on the conduct of examinations and policy/program recommendations; and 7.Performs other related functions.
8	Chief Administrative Officer	PRC-DOLEB-CADOF-29-2016	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 (Procurement and Supply Division)	1.Plans, organizes, and supervises the division staff in aspects of supply and property management, such as procurement inspection, inventory, acceptance, issuance, utilization, maintenance, records, reports, disposal, and payment, including registration and issuance of real properties, motor vehicles, and equipment; 2.Recommends policies and programs on supply and property management; 3.Conducts periodic monitoring to evaluate the proper implementation of supply and property management; 4.Establishes and maintains linkages with other government and private agencies; and 5.Performs other related functions.

9	Professional Regulations Assistant	PRC-DOLEB-PREGA-57-2008	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 (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.
10	Statistician V	PRC-DOLEB-STAT5-37-2016	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 (Research and Statistics Division)	1.Exercises management and overall supervision of the division's functions, responsibilities, and personnel; 2.Provides consultative, advisory, and technical assistance/services to the Commission and Professional Regulatory Boards (PRBs) on matters relating to statistics and research; 3.Oversees and supervises the development and implementation of research and studies; 4.Reviews and recommends the approval of the research agenda of the PRBs and Commission offices; 5.Reviews and approves analysis and interpretation of statistical data of performance of schools, universities, and colleges in licensure examinations and physical performance; 6.Supervises the processing and review of raw data through comparative analysis of the targets vis-à-vis actual accomplishments, taking into account resource allocation; 7.Supervises the preparation and publication of the annual performance of schools in licensure examinations and the dissemination of research information and research studies; 8.Establishes and maintains linkages with government agencies in its areas of concern; and 9.Performs other related functions.
11	Legal Assistant I	PRC-DOLEB-LEA1-25-2016	10	Php21,205.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility		Central Office (Special Prosecution Division)	1.Assists the division Attorneys in all legal works/activities relative to the functions of the division; 2.Drafts formal charges against examinees and/or professionals, pleadings, letters, opinions/comments, and other correspondence; 3.Conducts legal research on all legal issues and cases forwarded to the division; 4.Verifies the status of cases and updates the database on the status of all pending cases; 5.Monitors all cases filed before the regular courts and quasi-judicial agencies which are pending for investigation and hearing; and 6.Performs other related functions.

12	Information Technology Officer III	PRC-DOLEB-ITO3-55-2008	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 (System Development and Maintenance Division)	1.Assists the Director of the Information and Communications Technology Service (ICT Service) in the development and implementation of the Commission's Information Systems Strategic Plan (ISSP); 2.Supervises the development, implementation, and enhancement of information/application systems; 3.Reviews requirements specification documents, functional design documents, technical design documents, and user manuals; 4.Supervises the procurement, evaluation, inspection, installation, deployment, and implementation of outsourced hardware and software; 5.Prepare the Terms of Reference (TOR) for outsourced projects; 6.Supervises the preparation and implementation of programs, projects, and annual work and financial plans of the division; 7.Plans, supervises, evaluates, and reviews the work and performance of the division staff; 8.Prepare the physical accomplishment and narrative accomplishment reports of the division; and 9.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 August 7, 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;
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
hrddprc.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.