Republic of the Philippines PROFESSIONAL REGULATIONS COMMISSION

Date: July 28, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary		Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	Duties and Responsibilities
1	Attorney IV	PRC-DOLEB-ATY4-70- 2017	23	Php76,907.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Region III (Office of the Director)	1. Serves as Conciliator-Mediator, receives, evaluates and dockets the assigned case, assists the parties in preparing and drafting compromise agreement reached by the parties, and remands unresolved cases through the Regional Director; 2. Conducts investigation and acts as hearing officer in assigned administrative cases, acts on motions/manifestations raised by the parties, and drafts orders, decisions and resolutions; 3. Assists in the prosecution of cases assigned by the Regional Director regarding any violation in the practice of the profession/criminal laws, in collaboration with the Department of Justice; 4. Evaluates any criminal complaint filed personally or online and recommends legal action to the Regional Director (endorse the case to NBI or directly file the case with the prosecutors office and/or any quasi-judicial bodies), monitors the development of cases and complies with the orders from the prosecutors office, hearing officers, or the courts, and attends hearings and assists witnesses; 5. Prosecutes motu propio cases initiated by the Commission or the Professional Regulatory Boards (PRBs), prepares summons, subpoena, and formal charge against the respondent, requires the respondent and the assigned special prosecutor to submit position paper, and drafts the case decision for approval of the PRB; 6. Prepares and/or reviews legal communications and opinions for the Regional Office on matters referred to it; 7. Prepares and/or reviews recommendations on name and citizenship cases of applicants in board examinations; 8. Issues Certificate of No Derogatory Record/Certificate of No Pending Case in the Region, or Certification on the Status of Case handled in the Region; 9. Investigates cases involving Regional Office employees, as may be directed by the Regional Director; 10. Reviews contracts and other legal documents involving the Regional Office; 11. Provides legal advice for work-related complaints against office personnel; and 12. Performs other related functions.
2	Attorney III	PRC-DOLEB-ATY3-63- 2017	21	Php60,901.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Region III (Regulations Division)	1. Serves as Conciliator-Mediator, receives, evaluates and dockets the assigned case, assists the parties in preparing and drafting compromise agreement reached by the parties, and remands unresolved cases through the Regional Director; 2. Conducts investigation and acts as hearing officer in assigned administrative cases, acts on motions/manifestations raised by the parties, and drafts orders, decisions and resolutions; 3. Assists in the prosecution of cases assigned by the Regional Director regarding any violation in the practice of the profession/criminal laws, in collaboration with the Department of Justice; 4. Evaluates any criminal complaint filed personally or online and recommends legal action to the Regional Director (endorse the case to NBI or directly file the case with the prosecutors office and/or any quasi-judicial bodies), monitors the development of cases and complies with the orders from the prosecutors office, hearing officers, or the courts, and attends hearings and assists witnesses; 5. Prosecutes motu propio cases initiated by the Commission or the Professional Regulatory Boards (PRBs), prepares summons, subpoena, and formal charge against the respondent, requires the respondent and the assigned special prosecutor to submit position paper, and drafts the case decision for approval of the PRB; 6. Prepares legal communications and opinions for the Regional Office on matters referred to it; 7. Prepares recommendations on name and citizenship cases of applicants in board examinations; 8. Issues Certificate of No Derogatory Record/Certificate of No Pending Case in the Region, or Certification on the Status of Case handled in the Region; 9. Investigates cases involving Regional Office employees, as may be directed by the Regional Director; 10. Reviews contracts and other legal documents involving the Regional Office; 11. Provides legal advice for work-related complaints against office personnel; and

3 SO	upervising Administrative fficer	PRC-DOLEB-SADOF-59- 2017	22	Php68,415.00		Sixteen (16) hours of relevant training	relevant experience	Career Service (Professional) Second Level Eligibility		Region III (Finance and Administrative Division)	1. Plans and coordinates the formulation of strategic and annual plans of the Regional Office, and regularly monitors and evaluates the progress of implementation, including GAD and other special projects; 2. Assists in the preparation of regional action plan, office performance and commitment review, and work and financial plan; 3. Monitors and reviews the performance of regional operating units in terms of targets set and accomplishment, and provides effective feedback mechanisms that will identify the issues and problems affecting regional operations; 4. Collaborates, networks, and coordinates with LIAs, LGUs, and other concerned stakeholders in government to gain support and high impact in the delivery of services and other related activities; 5. Consolidates the monthly, quarterly, and semi-annual physical and financial accomplishments vis-à-vis the physical and financial targets for submission to the Planning, Management and Financial Service Director; 6. Provides planning assistance to other line divisions/units for synchronization towards the overall direction and thrusts of the Regional Office; 7. Handles public information and assistance and communications; 8. Prepares Certifications of Performance of Schools in various licensure examinations; and 9. Performs other related functions.
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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;
- 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:

RACHEL ANN D. CATAP

Administrative Officer V (HRMO III)

Regional Office III - San Fernando City
2nd and 3rd Floor (New) PEO Annex Building
Provincial Capitol Compound, Bgry. Santo Niño
City of San Fernando, Pampanga

prcregion3.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.