

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					Place of Assignment	Duties and Responsibilities
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Chief Professional Regulations Officer	PRC-DOLEB-CPREGO-80-2017	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		Region II (Licensure and Registration Division)	1.Assists the Regional Director in providing administrative and logistical support to the PRBs in the evaluation of exam applicant's qualification, conduct of licensure examinations, and implementation of licensure policies and programs; 2.Assists the Regional Director in planning, directing, and controlling regional operations related to the registration of new professionals, the renewal of Professional ID Card of practicing professionals, and the preparation and issuance of Certificate of Registration; 3.Assists in recommending plans, policies, programs, guidelines, and standards relative to the processing of licensure and/or registration applications and administration of examinations; 4.Facilitates the establishment and maintenance of linkages with other government agencies and non-government and private institutions; 5.Supervises and monitors the undertaking of administrative preparations for and the conduct of examinations, oath taking, and other official functions; 6.Approves the prepared list of rooms, required number of exam personnel and corresponding office order; 7.Reviews and approves reports and communications; 8.Reviews inventories and records for disposal; 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:

JOY CHRISTY O. PULANGCO
 Administrative Officer V (HRMO III)
 Regional Government Center, Carig Sur,
 Tuguegarao City, Cagayan
prc.tuguegarao@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.