

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	Administrative Assistant III	PRC-DOLEB-ADAS3-52-2017	9	Php19,593.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	One (1) year of relevant experience	Four (4) hours of relevant training	Relevant MC 11 s. 1996, Career Service (Subprofessional)/First Level Eligibility)		Region XIII (Office of the Director)	1.Receives calls and guests for the Regional Director; 2.Receives and logs personal and routed letters for the Regional Director and forwards the same for information; 3.Receives and organizes all papers for action of the Regional Director; 4.Schedules and keeps a record of the Regional Director's appointments; 5.Types and encodes communication letters, periodic reports, and other documents for submission to PRC-CO, concerned government agencies, LGUs, and other private organizations; 6.Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and 7.Performs other related functions.
2	Professional Regulations Officer I	PRC-DOLEB-PREGO1-45-2017	11	Php23,877.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		Region XIII (Licensure and Registration Division - Application Section)	1.Assists in the receiving and processing of applications for examination; 2.Reviews, screens, and evaluates completeness of applications for examination received, and prints and issues the Notice of Admission; 3.Prepare letters of communication on matters relating to Application Section; 4.Assists in the generation of room assignment and list of examinees for endorsement to Examination Section and in the posting of the same in the official regional website; 5.Prepare requests and transmits to other Regional Offices PERRCs and other pertinent documents; 6.Provides assistance in the endorsing of list of examinees, room assignment, and PERRCs to Examination Section; 7.Assists in monitoring/evaluating records for inventory and disposal; 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 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:

ROTELO B. CABUGSA
Chief Professional Regulations Officer
3rd Floor Robinsons Place, Robinsons Butuan, JC Aquino
Ave., Butuan City
prc.butuan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.