

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION
 Request for Publication of Vacant Positions

Date: April 7, 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	Attorney III	PRC-DOLEB-ATY3-19-2016	21	Php60,901.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Commission Secretariat)	1.Assists the unit head in supervising and ensuring the prompt disposition of appealed cases; 2.Reviews, evaluates, and makes recommendations on cases brought on appeal; 3.Reviews draft decisions before submission to the Commission for signature; 4.Prepare draft decisions, orders, and other legal communications; 5.Acts as legal representative/counsel of the Commission in all cases brought before the Appellate Courts, in coordination with the Office of the Solicitor General and the Department of Justice; 6.Executes the decisions and orders of the Commission in appealed cases; and 7.Performs other related functions.
2	Security Guard III	PRC-DOLEB-SECG3-47-2008	8	Php18,251.00	Highschool Graduate	Four (4) hours of relevant training	One (1) year of relevant working experience	Security Guard License (MC 11, s. - Cat. II)		Central Office (Administrative Service)	1.Assists the head of PRC Security Force in directing and supervising the activities of the custodial force of the Commission; 2.Exercises supervision over the PRC Security guards, as well as private security guards, and other details from the Metropolitan Police Command; 3.Implements and executes orders and instructions issued by the head of security units and the administrative officer; 4.Prepare schedules of duties of the guards for approval of the security and administrative officers; 5.Assigns guards and details for various activities of the Commission, such as during seminars, conventions, and other programs, whether held inside or in other venues outside of the Commission premises; 6.Conducts preliminary investigation of serious violations of office rules and regulations; 7.Acts as officer-in-charge of the security unit in the absence of the head; 8.Reports on guarding activities of all security guards; 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 May 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. Certificates of Relevant Trainings and Seminars attended;
7. Designation order in case the applicant is presently designated in an acting capacity or Officer-in-Charge in a Department/Office/Division;
8. A certification issued by the HR/Administrative Officer that the applicant has been performing supervisory/ managerial functions and managing a number of staff for a number of years;
9. Office document on related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);

10. NBI clearance;

11. CSC, Ombudsman, Sandiganbayan Clearances (**for government employees**);

12. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and

13. Medical Declaration Form (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

hrdd.recruitment@prc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.