

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	Supervising Professional Regulations Officer	PRC-DOLEB-SVPREGO-33-2008	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		NCR (Regulations Division)	1.Assists the Division Chief in planning, directing, and controlling operations related to the implementation of regulation policies and programs; 2.Assists the Division Chief in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region; 3.Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs and policies in the regions, including the compliance of CPD providers, reviews and monitors the approval of applications for accreditation of CPD providers, programs and speakers, as well as firms, plants and machineries, and issues the Certificate of Accreditation thereof; 4.Reviews processed resolutions for COS/COBD/CON, including transmittals, reports, documents, and correspondence/communications; 5.Signs applications for stateboard verification documents; 6.Reviews reports and documents for submission to the Regional Director and other oversight government agencies in the region; 7.Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations; 8.Assists in reviewing the performance ratings of supervisors and employees in his section; and 9.Performs other related functions.
2	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-37-2008	19	Php48,313.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		NCR (Regulations Division)	1.Assists the Division Chief in planning, directing, and controlling operations related to the implementation of regulation policies and programs; 2.Assists in planning, directing, and coordinating the administrative and logistical support to the PRBs in implementing regulation programs in the region, including the provision of staff and logistical support in the conduct of inspection and monitoring of schools, firms and establishments and the submission of written report thereon to the Regional Director; 3.Assists the PRBs in the conduct of stakeholder consultations and capacity building activities relative to mutual recognition agreements, reciprocity agreements, and other trade in services agreements; 4.Assists in the review of applications for the accreditation of CPD providers, programs, and speakers, as well as firms, plants and machineries; 5.Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the regions and the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including life-long and self-directed learning; 6.Gives due notice of approval or disapproval of CPD application and keeps records of accredited CPD service providers and programs, as well as credited self-directed/life-long learning activities in the region; 7.Reviews transmittals, reports, documents, and correspondence; 8.Prepare reports and documents for submission to the Regional Director and other oversight government agencies in the region; 9.Assists in monitoring and evaluating the implementation of regulatory policies and programs, and recommends policies and programs to improve regional operations; and Performs other related functions.

3	Professional Regulations Officer III	PRC-DOLEB-PREGO3-39-2008	16	Php36,628.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		NCR (Regulations Division)	<p>1.Assists in the conduct of ocular inspection of firms, schools, and establishments, and in the monitoring of educational institutions in the region;</p> <p>2.Assists in the conduct of stakeholder consultations and capacity-building activities pursuant to mutual recognition agreements, reciprocity agreements and other trade in services agreements, and national qualifications formulation and referencing;</p> <p>3.Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements;</p> <p>4.Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the regions and the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including lifelong and self-directed learning;</p> <p>5.Provides the CPD applicants the status of CPD application received from the CPD Council for updates;</p> <p>6.Assists in the processing of application for the accreditation of professional organizations, firms/corporations and partnerships for the practice of professions, the accreditation of training programs and institutions, and the accreditation of specialty societies and organizations in the regions;</p> <p>7.Prepare reports and documents for submission to the Regional Director and other oversight government agencies in the region;</p> <p>8.Assists in the conduct of career advocacy and other regulatory programs in the region; and</p> <p>9.Performs other related functions.</p>
4	Professional Regulations Officer I	PRC-DOLEB-PREGO1-48-2008	11	Php23,877.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		NCR (Regulations Division)	<p>1.Assists in the conduct of ocular inspection of firms, schools and establishments and in the monitoring of educational institutions in the region;</p> <p>2.Assists in the conduct of stakeholder consultations and capacity-building activities pursuant to mutual recognition agreements, reciprocity agreements and other trade in services agreements, as well as national qualifications formulation and referencing;</p> <p>3.Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements;</p> <p>4.Assists in the implementation, monitoring, and evaluation of Continuing Professional Development (CPD) programs in the regions and in the pre-evaluation of applications for accreditation of CPD providers, speakers and programs, including self-directed learning;</p> <p>5.Assists in the processing of application for accreditation of professional organizations, firms/corporations and partnerships for the practice of professions, accreditation of training programs and institutions, and accreditation of specialty societies and organizations in the regions, and of petition for Change of Status, Change of Date of Birth, and Change/Correction of Name;</p> <p>6.Assists in the conduct of career advocacy and other regulatory programs in the region; and</p> <p>7.Performs other related functions.</p>

5	Professional Regulations Officer II	PRC-DOLEB-PREGO2-43-2008	13	Php28,276.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		NCR (Regulations Division)	<p>1.Assists in the conduct of ocular inspection of firms, schools and establishments, and in the monitoring of educational institutions in the region;</p> <p>2.Assists in the conduct of stakeholder consultations and capacity-building activities pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements, as well as national qualifications formulation and referencing;</p> <p>3.Assists in processing applications for registration pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements;</p> <p>4.Assists in the implementation, monitoring and evaluation of Continuing Professional Development (CPD) programs in the regions and in the pre-evaluation of applications for accreditation of CPD providers, speakers, and programs, including self-directed learning;</p> <p>5.Assists in the processing of application for accreditation of professional organizations, firms/corporations and partnerships for the practice of professions, accreditation of training programs and institutions, accreditation of specialty societies and organizations in the regions, and of petition for Change of Status, Change of Date of Birth, and Change/Correction of Name;</p> <p>6.Assists in the conduct of career advocacy and other regulatory programs in the region; and</p> <p>7.Performs other related functions.</p>
6	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO38-2008	19	Php48,313.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		NCR (Licensure and Registration Division - Application Section)	<p>1.Assists in providing administrative and logistical support to the PRBs in the evaluation of applicant's qualification and implementation of licensure policies and programs;</p> <p>2.Assists in recommending plans, policies, programs, guidelines, and standards relative to the function of the office;</p> <p>3.Assists in supervising the processing and issuance of applications for licensure examinations;</p> <p>4.Provides feedbacks for applicants with discrepancies, and conditionally approves applications;</p> <p>5.Checks the accuracy of list of examinees and room assignment;</p> <p>6.Monitors the posting of room assignment;</p> <p>7.Reviews letters of communication, including replies to online queries, on matters relating to Application Section;</p> <p>8.Monitors transmittal of list of assignment and PERRCS to Examination Section and the transmittal of documents to and from other Regional Offices;</p> <p>9.Reviews monthly statistical reports of the section;</p> <p>10.Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions;</p> <p>11.Reviews records for disposal; and</p> <p>12.Performs other related functions.</p>
7	Professional Regulations Officer III	PRC-DOLEB-PREGO3-40-2008	16	Php36,628.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		NCR (Licensure and Registration Division - Application Section)	<p>1.Assists in providing administrative and logistical support to the PRBs in the evaluation of applicant's qualification and implementation of licensure policies and programs;</p> <p>2.Reviews, screens, and evaluates completeness of applications for examinations received, and prints and issues the Notice of Admission;</p> <p>3.Generates room assignment and list of examinees;</p> <p>4.Monitors the posting of room assignment in the official regional website;</p> <p>5.Monitors/evaluates records for inventory and disposal;</p> <p>6.Checks prepared letters of communication, including replies to online queries, on matters relating to Application Division;</p> <p>7.Checks and monitors transmittal of list of assignment and PERRCs to Examination Division and the transmittal of documents to and from other Regional Offices;</p> <p>8.Prepare monthly statistical reports of the section;</p> <p>9.Assists in establishing and maintaining linkages with other government agencies and non-government and private institutions;</p> <p>10.Monitors/evaluates records for inventory and disposal; and</p> <p>11.Performs related functions.</p>

8	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-36-2008	19	Php48,313.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		NCR (Licensure and Registration Division - Examination Section)	<ol style="list-style-type: none"> <li>1.Provides administrative and logistical support to the PRBs in the conduct of licensure examinations and implementation of licensure policies and programs;</li> <li>2.Assists in recommending plans, policies, programs, guidelines, and standards relative to the administration of examinations;</li> <li>3.Assists in supervising the undertaking of administrative preparations for the reservation of testing centers, screening, orientation and scheduling of room watchers and floor and building supervisors, posting of room assignments, printing of test papers, delivery of test materials, conduct of examinations, and other related activities;</li> <li>4.Conducts ocular inspection of schools, and prepares Memorandum of Agreement;</li> <li>5.Reviews/verifies list of rooms and building with capacity;</li> <li>6.Reviews the required number of examination personnel and the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination;</li> <li>7.Coordinates with offices, establishments and agencies to ensure uninterrupted power supply, and with PNP/NBI for security assistance during the conduct of activities related to licensure examinations;</li> <li>8.Administers paper-and-pencil and/or computer-based examinations;</li> <li>9.Reviews reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the division; and</li> <li>10.Performs other related functions.</li> </ol>
9	Professional Regulations Officer III	PRC-DOLEB-PREGO3-41-2008	16	Php36,628.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		NCR (Licensure and Registration Division - Examination Section)	<ol style="list-style-type: none"> <li>1.Undertakes administrative preparations for the reservation of testing centers, screening, orientation and scheduling of room watchers and floor and building supervisors, posting of room assignments, printing of test papers, delivery of test materials, conduct of examinations, and other related activities;</li> <li>2.Assists in conducting ocular inspection of schools, and prepares Memorandum of Agreement;</li> <li>3.Assists in the disposal and/or shredding of used examination test papers, test booklets, and examination materials;</li> <li>4.Drafts the list of rooms and building with capacity;</li> <li>5.Reviews request letters, issuances, and other communications;</li> <li>6.Drafts/prepares the required number of examination personnel and the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination;</li> <li>7.Drafts/prepares communications for offices, establishments and agencies regarding the provision of uninterrupted power supply, and for PNP/NBI for security assistance during the conduct of activities related to licensure examinations;</li> <li>8.Assists in administering the paper-and-pencil and/or computer-based examinations;</li> <li>9.Drafts reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the divisions; and</li> <li>10.Performs other related functions.</li> </ol>
10	Professional Regulations Officer II	PRC-DOLEB-PREGO2-42-2008	13	Php28,276.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		NCR (Licensure and Registration Division - Examination Section)	<ol style="list-style-type: none"> <li>1.Undertakes administrative preparations for the reservation of testing centers, screening, orientation and scheduling of room watchers and floor and building supervisors, posting of room assignments, printing of test papers, delivery of test materials, conduct of examinations, and other related activities;</li> <li>2.Assists in conducting ocular inspection of schools, and prepares Memorandum of Agreement;</li> <li>3.Drafts the list of rooms and building with capacity;</li> <li>4.Assists in preparing the required number of examination personnel and drafts the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination;</li> <li>5.Encodes/drafts request letters, issuances, and other communications;</li> <li>6.Assists in drafting communications for offices, establishments and agencies regarding the provision of uninterrupted power supply, and for PNP/NBI for security assistance during the conduct of activities related to licensure examinations;</li> <li>7.Assists in the conduct of examinations;</li> <li>8.Drafts reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the division; and</li> <li>9.Performs other related functions.</li> </ol>

11	Professional Regulations Officer I	PRC-DOLEB-PREGO1-50-2008	11	Php23,877.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		NCR (Licensure and Registration Division - Examination Section)	<p>1.Assists the undertaking of administrative preparations for the reservation of testing centers, screening, orientation and scheduling of room watchers and floor and building supervisors, posting of room assignments, printing of test papers, delivery of test materials, conduct of examinations, and other related activities;</p> <p>2.Assists in conducting ocular inspection of schools, and prepares Memorandum of Agreement;</p> <p>3.Supervises the disposal of used examination test papers, test booklets, and other examination materials, and prepares the reports thereon;</p> <p>4.Drafts the list of rooms and building with capacity;</p> <p>5.Assists in preparing the required number of examination personnel and drafts the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination;</p> <p>6.Encodes/drafts request letters, issuances, and other communications;</p> <p>7.Assists in drafting communication for offices, establishments and agencies regarding the provision of uninterruptible power supply, and for PNP/NBI for security assistance during the conduct of activities related to licensure examinations;</p> <p>8.Assists in the conduct of examinations;</p> <p>9.Assists in the preparation of reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the division; and</p> <p>10.Performs other related functions.</p>
12	Professional Regulations Officer I	PRC-DOLEB-PREGO1-49-2008	11	Php23,877.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility		NCR (Licensure and Registration Division - Examination Section)	<p>1.Assists the undertaking of administrative preparations for the reservation of testing centers, screening, orientation and scheduling of room watchers and floor and building supervisors, posting of room assignments, printing of test papers, delivery of test materials, conduct of examinations, and other related activities;</p> <p>2.Assists in conducting ocular inspection of schools, and prepares Memorandum of Agreement;</p> <p>3.Supervises the disposal of used examination test papers, test booklets, and other examination materials, and prepares the reports thereon;</p> <p>4.Drafts the list of rooms and building with capacity;</p> <p>5.Assists in preparing the required number of examination personnel and drafts the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination;</p> <p>6.Encodes/drafts request letters, issuances, and other communications;</p> <p>7.Assists in drafting communication for offices, establishments and agencies regarding the provision of uninterruptible power supply, and for PNP/NBI for security assistance during the conduct of activities related to licensure examinations;</p> <p>8.Assists in the conduct of examinations;</p> <p>9.Assists in the preparation of reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the division; and</p> <p>10.Performs other related functions.</p>

13	Professional Regulations Assistant	PRC-DOLEB-PREGA-51-2008	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		NCR (Licensure and Registration Division - Examination Section)	<p>1.Assists in the undertaking of administrative preparations for the reservation of testing centers, screening, orientation and scheduling of room watchers and floor and building supervisors, posting of room assignments, printing of test papers, delivery of test materials, conduct of examinations, and other related activities;</p> <p>2.Assists in conducting ocular inspection of schools and in preparing the Memorandum of Agreement;</p> <p>3.Prepare the list of rooms and building with capacity;</p> <p>4.Assists in drafting the corresponding Regional Special Order (RSO) and budget estimates for the conduct of examination;</p> <p>5.Assists in drafting and/or delivering communication for offices, establishments and agencies regarding the provision of uninterruptible power supply, and for PNP/NBI for security assistance during the conduct of activities related to licensure examinations;</p> <p>6.Assists in the conduct of examinations;</p> <p>7.Assists in the preparation of reports on the conduct of examination with policy/program/procedural recommendations, as well as the accomplishment and other reports of the division; and</p> <p>8.Performs other related functions.</p>
14	Administrative Aide VI	PRC-DOLEB-ADA6-55-2008	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		NCR (Licensure and Registration Division - Examination Section)	<p>1.Assists in the undertaking of administrative preparations for the reservation of testing centers, posting of room assignments, printing of test papers, delivery of test materials, conduct of examinations, and other related activities;</p> <p>2.Receives, logs, and/or distributes communications and other documents for the action/information of the Division Chief;</p> <p>3.Manages and maintains the files of official documents/records of the division;</p> <p>4.Assesses and processes the application of room watchers, supply aides or examination staff in various licensure examinations;</p> <p>5.Assists in preparing room watchers' appointments, IDs, manuals, and other examination paraphernalia;</p> <p>6.Assists in the conduct of examinations;</p> <p>7.Assists in the preparation of accomplishment and other reports of the division;</p> <p>8.Assists in the disposal of used and unused examination test papers and booklets and other examination materials, and prepares the report of disposal; and</p> <p>9.Performs other related functions.</p>
15	Administrative Aide IV	PRC-DOLEB-ADA4-57-2008	4	Php14,400.00	Completion of two (2) year studies in college	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		NCR (Licensure and Registration Division - Examination Section)	<p>1.Assists in the undertaking of administrative preparations for the posting of room assignments, printing of test papers, preparation and delivery of test materials, conduct of examinations, and other related activities;</p> <p>2.Assists in managing and maintaining the files of official documents/records of the division;</p> <p>3.Assesses and processes the application of room watchers, supply aides or examination staff in various licensure examinations;</p> <p>4.Assists in preparing room watchers' appointments, IDs, manuals, and other examination paraphernalia;</p> <p>5.Assists in conducting ocular inspection of schools as venues of examinations and liaising with various schools and offices;</p> <p>6.Assists in the conduct of examinations;</p> <p>7.Assists in the preparation of reports of the division, including accomplishment reports and reports on the conduct of licensure examination; and</p> <p>8.Performs other related functions.</p>

16	Administrative Aide IV	PRC-DOLEB-ADA4-47-2008	4	Php14,400.00	Completion of two (2) year studies in college	None required	None required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	NCR (Licensure and Registration Division - Examination Section)	<p>1.Assists in the undertaking of administrative preparations for the posting of room assignments, printing of test papers, preparation and delivery of test materials, conduct of examinations, and other related activities;</p> <p>2.Assists in managing and maintaining the files of official documents/records of the division;</p> <p>3.Assesses and processes the application of room watchers, supply aides or examination staff in various licensure examinations;</p> <p>4.Assists in preparing room watchers' appointments, IDs, manuals, and other examination paraphernalia;</p> <p>5.Assists in conducting ocular inspection of schools as venues of examinations and liaising with various schools and offices;</p> <p>6.Assists in the conduct of examinations;</p> <p>7.Assists in the preparation of reports of the division, including accomplishment reports and reports on the conduct of licensure examination; and</p> <p>8.Performs other related functions.</p>
17	Professional Regulations Officer II	PRC-DOLEB-PREGO2-44-2008	13	Php28,276.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	NCR (Licensure and Registration Division - Registration Section)	<p>1.Assists in pre-evaluating applications for registration of professionals (local and foreign) pursuant to mutual recognition agreements, reciprocity agreements and other trade in services agreements affecting professionals, and for Special Temporary Permits based on the six (6) categories;</p> <p>2.Assists in processing applications for initial registration of professionals, including registration without examination, prints and issues Professional Identification Card (PIC) and Certificate of Registration (CoR) upon approval by the Board and the Commission, and prepares reports on PICs printed and issued;</p> <p>3.Assists in processing applications for conversion of professional license and for re-issuance of PIC and CoR, and prepares reports on printed and issued PIC and CoR;</p> <p>4.Assists in processing applications for renewal of PIC, prints and issues the same when approved, and prepares reports thereon;</p> <p>5.Assists in the authentication of documents (e.g., PIC, CoR, etc.) issued by the Commission;</p> <p>6.Assists in the processing and issuance of Certificates of Good Standing, Negative/Positive Certification, and other certifications;</p> <p>7.Assists in processing applications for change of status, change of name, change of date of birth, and other corrections, and transmits updates to the central registry and official database of professionals;</p> <p>8.Assists in the conduct of mass oath-takings;</p> <p>9.Assists in preparing reports and documents submitted to the Regional Director and other oversight government agencies in the region; and</p> <p>10.Performs other related functions.</p>

18	Professional Regulations Assistant	PRC-DOLEB-PREGA-52-2008	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		NCR (Licensure and Registration Division - Registration Section)	<ol style="list-style-type: none"> <li>1.Assists in the preparation for and processing of registration of professionals (local and foreign) pursuant to mutual recognition agreements, reciprocity agreements, and other trade in services agreements affecting professionals;</li> <li>2.Assists in pre-evaluating applications for Special Temporary Permits based on the six (6) categories;</li> <li>3.Assists in processing applications for initial registration of professionals, including registration without examination, prints and issues Professional Identification Card (PIC) and Certificate of Registration (CoR) upon approval by the Board and the Commission, and prepares reports on the printed and issued PICs and CoRs;</li> <li>4.Assists in processing applications for conversion of professionals and for the re-issuance of PIC and CoR;</li> <li>5.Assists in processing applications for renewal of PICs, prints and issues the same if approved, and prepares reports thereon;</li> <li>6.Assists in processing the authentication of documents (e.g., PIC, CoR, etc.) issued by the Commission;</li> <li>7.Assists in the processing and issuance of Certificates of Good Standing, Negative/Positive Certification, and other certifications;</li> <li>8.Assists in processing applications for change of status, change of name, change of date of birth, and other corrections, and transmits updates to the central registry and official database of professionals;</li> <li>9.Assists in the conduct of mass oath-takings; and</li> <li>10.Performs other related functions.</li> </ol>
19	Administrative Officer V (Budget Officer III)	PRC-DOLEB-ADOF5-18-2021	18	Php43,681.00	Bachelor's Degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		NCR (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1.Prepare the annual budget estimates for the region and monitors the implementation of the approved budget;</li> <li>2.Prepare the regional budget estimates for cash advances, conduct of various licensure examinations, and other office activities for the issuance of cash advances to the Disbursing Officer;</li> <li>3.Attends budget hearings on regional budget proposal, as needed;</li> <li>4.Advises the head of office and the Chief of the Divisions on financial and budgetary concerns;</li> <li>5.Prepare Obligation Request and Status and Disbursement Vouchers;</li> <li>6.Analyzes agency expenditures and recommends corresponding cost economy measures if necessary;</li> <li>7.Formulates the annual budget proposal, regional action plan, work and financial plans, and project procurement management plan;</li> <li>8.Reconciles and prepares reports on the status of appropriation of fund and keeps systematic records of funds release;</li> <li>9.Maintains records of funds and prepares periodic reports;</li> <li>10.Performs quality management system functions; and</li> <li>11.Performs other related functions.</li> </ol>
20	Administrative Officer V (HRMO III)	PRC-DOLEB-ADOF5-19-2021	18	Php43,681.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		NCR (Finance and Administrative Division)	<ol style="list-style-type: none"> <li>1.Provides services related to personnel administration (e.g., recruitment and deployment, payroll management, personnel records maintenance and updating, leave administration, employee welfare, grievance system, administrative discipline), training, and other HRD services including performance management systems;</li> <li>2.Acts as Secretariat to the Regional Selection and Promotion Board and other regional HRD-related committees;</li> <li>3.Assists in the planning and implementation of GAD related training program and projects in the Region;</li> <li>4.Prepare Travel Orders, Special Orders, Memoranda and other HR-related issuances;</li> <li>5.Liaises with government entities on personnel-related matters;</li> <li>6.Coordinates, implements, and evaluates human resource management/development programs; and</li> <li>7.Performs other related functions.</li> </ol>



21	Administrative Assistant I	PRC-DOLEB-ADAS1-27-2008	7	Php17,179.00	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility		NCR (Finance and Administrative Division)	1.Handles the collection of fees and charges; 2.Balances the receipts issued with the collections; 3.Assists in the preparation of collections for deposit; 4.Assists in the preparation of summary of daily collections and Statement of Account Current; 5.Assists in the preparation of validation documents - Cash Deposits at government depository banks; and 6.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 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](http://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:

ARMIDA M. RAMIREZ  
 HRMO Designate  
P. Paredes St. cor N. Reyes St., Sampaloc, Manila  
[prcnchr@yahoo.com](mailto:prcnchr@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**