

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 applicable (if applicable) | | |
| 1 | Attorney IV | PRC-DOLEB-ATY4-21-2021 | 23 | Php76,907.00 | Bachelor of Laws | Eight (8) hours of relevant training | Two (2) years of relevant experience | RA 1080 | | Region VI (Office of the Director) | <ol style="list-style-type: none"> 1.Serves as Conciliator-Mediator, receives, evaluates and docketes 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 proprio 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.Prepare and/or reviews legal communications and opinions for the Regional Office on matters referred to it; 7.Prepare 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 | Professional Regulations Assistant | PRC-DOLEB-PREGA-76-2008 | 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 | | Region VI (Licensure and Registration Division-Application Section) | <ol style="list-style-type: none"> 1.Receives, screens, evaluates, and processes applications for examination, and prints and issues the Notice of Admission; 2.Assists in reviewing applications for examination; 3.Assists in the maintenance and inventory of files/records of the section; 4.Assists in endorsing the list of examinees, room assignment, and PERRCs of examinees to the Examination Section; 5.Assists in the posting of rooms assignment in the official regional website; 6.Assists in preparing requests and in transmitting to other Regional Offices PERRCs and other pertinent documents; and 7.Performs other related functions. |

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| 3 | Administrative Assistant I | PRC-DOLEB-ADAS1-53-2008 | 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 | Region VI (Licensure and Registration Division-Examination Section) | 1.Encodes administrative communications relative to the preparation for the conduct of licensure examinations; 2.Assists in the preparation of examination supplies and materials, as well as the required reports; 3.Assists in the disposal of used and unused examination test papers and booklets and other examination materials, and prepares the report of disposal; 4.Compiles and takes custody of the Personal Data Sheet and records of applicants for room watchers, floor supervisors, building supervisors, and supply officers and aides, as well as attendance supervisors; 5.Prepare room watchers' appointments, IDs, manuals, and other examination paraphernalia; 6.Assists in drafting communication letters 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; 7.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;
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:

FLOYD P. ALAGBAN

HRMO Designate

2nd Floor, Gaisano Iloilo City Center, Benigno Aquino Avenue, San Rafael, Mandurriao, Iloilo City

prciloilo.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.