

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	Professional Regulations Assistant	PRC-DOLEB-PREGA-70-2008	8	Php18,251.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Region XI (Licensure and Registration Division-Application Section)	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.
2	Professional Regulations Assistant	PRC-DOLEB-PREGA-26-2021	8	Php18,251.00	Completion of two years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) First Level Eligibility		Region XI (Licensure and Registration Division-Registration Section)	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; 2.Assists in pre-evaluating applications for Special Temporary Permits based on the six (6) categories; 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; 4.Assists in processing applications for conversion of professionals and for the re-issuance of PIC and CoR; 5.Assists in processing applications for renewal of PICs, prints and issues the same if approved, and prepares reports thereon; 6.Assists in processing the authentication of documents (e.g., PIC, CoR, etc.) issued by the Commission; 7.Assists in the processing and issuance of Certificates of Good Standing, Negative/Positive Certification, and other certifications; 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; 9.Assists in the conduct of mass oath-takings; and 10.Performs other related functions.

3	Administrative Officer I (Cashier I)	PRC-DOLEB-ADOF1-48-2008	10	Php21,205.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Region XI (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 request of certification of deposited collection from the Bureau of Treasury; 4.Assists in the preparation of deposits of collection; 5.Assists in the preparation of summary of daily collections and Statement of Account Current, and reports of collections; and 6.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:

ANGELICA NIÑA T. AJOS

Administrative Officer V (HRMO III)

Calamansi Street Corner 1st Street, Juna Subdivision, Matina,
Davao City

recruitment.prcdavao@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.