

**Position Title** : **Legal Assistant**  
**Place of Assignment** : Accreditation and Compliance Division  
Professional Regulation Commission  
P. Paredes St. Sampaloc, Manila

**Qualifications:**

- Graduate of Bachelor of Laws or Juris Doctor
- Excellent in oral and written communication

**Job Description**

1. Prepare drafts, coordinate with the PRBs and concerned offices and conduct consultations for the following:

- Amended Guidelines on the Issuance of Certificate of Authority to Operate Chemical Laboratories
- Guidelines on the Accreditation/ Registration of Psychological Testing Centers
- Review of the Guidelines on the Accreditation of CPAs in Public Practice and as Accounting Teachers
- Review of the Guidelines on the Accreditation of Dental Specialty Societies
- Review of the Guidelines on the Accreditation of Providers and Training Programs for Detailmen/Medical Representatives/ Professional Sales Representatives
- Review of the Guidelines on the Accreditation of Providers and Training Programs for Real Estate Salespersons
- Review of the Guidelines on the Issuance of Certificate of Registration to Firms Engaged in:
  - Architecture
  - Civil Engineering
  - Landscape Architecture
  - Environmental Planning

2. Perform such other related tasks.

**Salary**

- Equivalent to SG 14 with 20% top-up or P36,958.00/month

**Mode of Employment**

- Job Order

**Duration**

- Six (6) months

**Interested and qualified applicants must submit their Letter of Intent together with the following documents:**

1. **Duly accomplished and NOTARIZED Personal Data Sheet (PDS) with Work Experience Sheet** and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN

Qualified applicants are advised to email their application not later than **31 May 2021** to:

**KHRISTINE S. LABAO**

Administrative Officer V (HRMO III)  
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila  
[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)

**Position Title** : **Programmer**  
**Place of Assignment** : Accreditation and Compliance Division  
Professional Regulation Commission P.  
Paredes St. Sampaloc, Manila

**Qualifications:**

- Bachelor's Degree in the field of Computer Science, Information Technology or its equivalent
- Proficient in the following programming languages (for interoperability and fast integration of systems to be developed with other PRC application systems): PHP and any of its framework (CodeIgniter), Visual Studio (C#), JavaScript, MSSQL, MySQL, Python and Bootstrap)

**Job Description**

1. Review and test run the initially developed online application system for the Accreditation of CPAs in Public Accountancy Practice (Individual/Partnership/Firms) and Accounting Teachers
2. Develop the User's Guide/Manual
3. Conduct consultation with and orientation to the PRBs, ICTS, and Regional Offices
4. Conduct regular maintenance check for bugs and errors
5. Develop, test and run online/electronic systems for the following traditional (face-to -face) applications:
  - Issuance of Certificate of Compliance to Mechanical Engineering Plants/Establishments
  - Issuance of Certificate of Compliance to Electrical Engineering Firms/ Establishments

**Salary**

- Equivalent to SG 11 or P23,877.00/month

**Mode of Employment**

- Job Order

**Duration**

- Six (6) months

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**Position Title** : **Administrative Assistant**  
**Place of Assignment** : Accreditation and Compliance Division  
Professional Regulation Commission  
P. Paredes St. Sampaloc, Manila

**Qualifications:**

- Bachelor's Degree in any field
- Proficient in the use of Microsoft Word and Excel

**Job Description**

*Administrative Assistant 1:*

1. ACD Monitoring Tool - 100% migration of old data
2. Monitoring Tool and Database for APO/AIPO Compliance to Reportorial Requirements per PRC Resolution No. 2018-1089:
  - make an inventory of the existing APO/AIPO records and files
  - develop a monitoring tool and database
  - encode all available data
3. Monitoring Tool and Database for the Inspection and Monitoring Activities of the PRBs:
  - study the existing excel file on inspection and monitoring reports
  - convert the excel file into a programmable database
  - encode/migrate all available data
4. Scoring System for the OPYA screening:
  - create an electronic/automated method for scoring of OPYA nominees to be used during screening sessions
  - render technical assistance during OPYA screening

*Administrative Assistant 2:*

1. Act as member of the OPYA Secretariat:
  - Receive and evaluate nomination documents and bid books
  - Prepare necessary documents prior to the screening and selection sessions
  - Sort and compile used nomination documents
  - Prepare Purchase Orders, Obligation Requests, and Disbursement Vouchers
2. Coordinate with the concerned PRBs (Mechanical Engineering, Electrical Engineering, Civil Engineering, Architecture, Landscape Architecture and Environmental Planning) on their action on the processed applications which include preparation of resolutions and printing of certificates
3. Assist in the inventory and processing of applications for the issuance of certificate of authority to operate chemical laboratories

**Salary**

- Equivalent to SG 11 or P23,877.00/month

**Mode of Employment**

- Job Order

**Duration**

- Six (6) months

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