

Date:

November 3, 2020

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-ATY3-32-2008	21	Php59,353.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Hearing and Investigation Office)	<ol style="list-style-type: none"> 1. Conducts hearings of administrative cases; 2. Assists in advising the Commission, its officials, and the PRBs on investigation and hearing matters, as well as on legal and technical matters relative to department/Commission policies and procedures; 3. Reviews draft rulings, decisions, and other legal correspondence; 4. Assists in monitoring the status of administrative and conciliation-mediation cases filed before the PRBs; 5. Assists in recording and monitoring the status of all cases filed in regular courts by and against the Commission and PRBs; 6. Assists in supervising the verification of status of cases and the updating of the database on the status of all pending cases; 7. Reviews the certification and/or clearance regarding the status of individual professionals; 8. Assists in supervising the docketing and records functions; and 9. Performs other related functions.
2	Attorney III	PRC-DOLEB-ATY3-1-2019	21	Php59,353.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Office of the Chairman)	<ol style="list-style-type: none"> 1. Provides legal advice and assistance on matters referred by the Commission Chairperson; 2. Conducts researches on issues and concerns involving the interpretation and application of law, policies, rules and regulations; 3. Performs other related functions.
3	Attorney III	PRC-DOLEB-ATY3-2-2019	21	Php59,353.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Office of the Chairman)	<ol style="list-style-type: none"> 1. Provides legal advice and assistance on matters referred by the Commissioner; 2. Conducts researches on issues and concerns involving the interpretation and application of law, policies, rules, and regulations; 3. Performs other related functions.
4	Attorney III	PRC-DOLEB-ATY3-22-2016	21	Php59,353.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Special Prosecution Division)	<ol style="list-style-type: none"> 1. Acts as Special Prosecutor in cases filed by the Commission against any professional, Commission employee, applicant for examination (examinee), member of the PRBs, or other persons violating the laws implemented by the PRC and the PRBs; 2. Represents the Commission and the PRBs in all cases filed and/or appealed before the regular courts or other quasi-judicial agencies, CA, or the SC, by and against the PRBs and the Commission, in coordination with the Office of the Solicitor General and other agencies concerned; 3. Assists in advising the Commission and its officials and the PRBs on investigation and prosecution matters, as well as on legal and technical matters relative to departmental policies and the procedures of special prosecution; 4. Drafts pleadings, correspondence, opinions, and/or comments; 5. Files suits before any court or tribunal against persons who commit acts or omissions in violation of the Professional Regulatory Laws and the PRC Modernization Act; 6. Provides general supervision and monitoring over all cases filed before the regular courts and quasi-judicial agencies which are pending for investigation and hearing; and 7. Performs other related functions.

5	Attorney III	PRC-DOLEB-ATY3-34-2008	21	Php59,353.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Central Office (Special Prosecution Division)	<ol style="list-style-type: none"> 1. Conducts investigations for cases assigned by supervisor, as well as complaints filed in the Central and Regional offices, as needed; 2. Gathers and analyzes information and evidence in accordance with the prescribed rules of evidence and the law, with respect to recognized investigative procedures of the Commission; 3. Provides all information obtained during the investigation and obtains additional evidence as may be required to support the charge in question; 4. Prepares comprehensive reports of investigations and provides recommendations regarding action/s to be taken for the investigation of the case, as required; 5. Reviews draft briefs for presentation before the Commission and the PRBs; 6. Assists in cases filed and/or appealed before the regular courts or other quasi-judicial agencies, CA, or the SC, by and against the PRBs and the Commission, in coordination with the Office of the Solicitor General and other agencies concerned; 7. Assists in advising the Commission and its officials and the PRBs on investigation and prosecution matters; and 8. Performs other related functions.
6	Attorney II	PRC-DOLEB-ATY2-24-2016	18	Php42,159.00	Bachelor of Laws	None required	None required	RA 1080		Central Office (Legal Research and Opinion Division)	<ol style="list-style-type: none"> 1. Prepares/drafts legal research and opinions, contracts and agreements, and other legal issues/inquiries and concerns; 2. Coordinates with hearing officers regarding the requested legal research and opinions; 3. Undertakes assessment of citizenship qualifications of applicants, as necessary, for the licensure examinations and renders legal advice in relation thereto; 4. Prepares recommendations pertaining to petitions for correction of name and/or date of birth; 5. Assists in the preparation of office orders, circulars, or memoranda; 6. Renders legal advice to public queries; 7. Assists in advising the Commission on legal matters; 8. Assists in advising the department heads/officials on legal and technical matters relative to departmental policies and procedures; and 9. Performs other related functions.
7	Attorney II	PRC-DOLEB-ATY2-35-2008	18	Php42,159.00	Bachelor of Laws	None required	None required	RA 1080		Central Office (Special Prosecution Division)	<ol style="list-style-type: none"> 1. Assists in advising the Commission and its officials and the PRBs on investigation and prosecution matters, as well as on legal and technical matters relative to departmental policies and the procedures of special prosecution; 2. Acts as Special Prosecutor in cases filed by the Commission against any professional, Commission employee, applicant for examination (examinee), member of the PRBs, or other persons violating the laws implemented by the PRC and the PRBs; 3. Represents the Commission and the PRBs in all cases filed and/or appealed before the regular courts or other quasi-judicial agencies, CA, or the SC, by and against the PRBs and the Commission, in coordination with the Office of the Solicitor General and other agencies concerned; 4. Drafts pleadings, correspondence, opinions, and/or comments; 5. Files suits before any court or tribunal against persons who commit acts or omissions in violation of the Professional Regulatory Laws and the PRC Modernization Act; 6. Provides general supervision and monitoring over all cases filed before the regular courts and quasi-judicial agencies which are pending for investigation and hearing; and 7. 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 13-November-2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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.