

One (1) LEGAL ASSISTANT

Place of Assignment: Legal Service
PRC-PICC Office
Delegation Bldg., Philippine International Convention Center (PICC),
Vicente Sotto St., Pasay, Metro Manila

Mode of Employment

- Job Order

Job Description:

1. Assist in drafting decisions, orders, resolutions, letters, opinions, guidelines and other documents for the various PRB and for the Commission;
2. Assist in drafting of formal charges against examinees and/or professionals for the various PRBs and the Commission;
3. Assist the Hearing Officer in all legal works to be assigned by the PRBs and the Commission;
4. Perform research on all legal issues forwarded by the PRBs and the Commission;
5. Assist and attend meetings of the PRBs on issues and matters concerning the regulation and practice of the profession;
6. Assess citizenship qualifications of applicants, if necessary, for the licensure examinations and render legal advice in relation thereto;
7. Attend to assigned PRC concerns, such as, ARTA, FOI, Data Privacy; and
8. Perform other related functions.

Salary

- Equivalent to Salary Grade 18 – Php42, 159.00

Qualification

- Bachelor of Laws
- Above average academic credentials
- Excellent in oral and written communication
- Impressive legal research and organizational skills

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
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. Photocopy of eligibility/license
6. TIN

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
prchr.recruitment@gmail.com

Deadline of submission is on August 3, 2020