

Position Title : **Eight (8) Lawyers**

Place of Assignment : Office of the Legal Service
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications:

- Education – Bachelor of Laws
- Eligibility – R.A. 1080 (Bar)
- Experience – One (1) year of relevant experience; and
- Training – Four (4) hours of relevant training

Job Description

1. Hears administrative cases and takes appropriate actions on matters specially assigned by the various Professional Regulatory Boards and by the Professional Regulation Commission;
2. Acts as Special Prosecutor on Administrative Cases instituted *motu proprio* by the Professional Regulation Commission and the various Professional Regulatory Boards;
3. Renders legal opinion for the different PRBs and the Commission;
4. Prepares letters and communications with other governmental entities or private individual;
5. Renders legal advice to PRC clients;
6. Drafts orders, decisions, resolutions, letters, opinions, research and position papers, and other correspondence requiring the application of legal knowledge, of the Professional Regulation Commission;
7. Drafts orders, decisions, resolutions, letters, and opinions of the various Professional Regulatory Boards;
8. Drafts memoranda, pleadings, and other court processes;
9. Drafts formal charges and notices of hearings for the various Professional Regulatory Boards and the Professional Regulation Commission; and
10. Performs other related functions that may be directed by the Immediate Supervisor

Salary

- Equivalent to SG 21 with 20% marked up or Php 74, 938.80/ month

Mode of Employment

- Job Order

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. TIN

Qualified applicants are advised to email their application not later than **21 March 2022** to:

KRISTINE S. LABAO

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

Position Title : **Two (2) Legal Assistants**

Place of Assignment : Office of the Legal Service
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications:

- Education – Bachelor of Laws graduate; and
- Competencies – With knowledge of substantive law and legal procedures, excellent in oral and written communication, legal research, and organizational skills.

Job Description

1. Drafts decisions, orders, resolutions, letters, opinions, research, guidelines, and other correspondence for the various Boards and for the Professional Regulation Commission;
2. Drafts formal charges against examinees and/or professionals for the various Professional Regulatory Boards and the Professional Regulation Commission;
3. Assists the Hearing Officer/ Lawyers in all legal works to be assigned by the Board and the Commission;
4. Performs legal research on all legal issues forwarded by the Board and the Commission;
5. Assists and attends meetings of the Professional Regulatory Boards on legal issues and matters concerning the regulation and practice of the profession;
6. Assesses citizenship qualifications of applicants, if necessary, for the licensure examinations and renders legal advice in relation thereto;
7. Renders legal advice to PRC clients; and
8. Performs other related functions

Salary

- Equivalent to SG 14 with 20% marked up or Php 38,785.34/ month

Mode of Employment

- Job Order

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. TIN

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KRISTINE S. LABAO

Administrative Officer V (HRMO III)

P. Paredes St., cor, N. Reyes St., Sampaloc, Manila

prcrecruitmentapp@gmail.com

Position Title : **Three (3) Docket Officers**

Place of Assignment : Office of the Legal Service
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications:

- Bachelor's Degree in any field, preferably in Library Science/ Information Science/ Education/ Arts, major in Library Science;
- Advance computer skills;
- Good communication skills; and
- High sense of responsibility and urgency; excellent attention to detail; ability to perform multiple activities (multi-tasking)

Job Description

1. Dockets complaint filed in HID and cases from mediation;
2. Verifies professionals with the LERIS for filed complaints; raffles cases handled by the Hearing Officers
3. Encodes the case information in the database Excel file/ Google Sheets and Legal Management Information System (LMIS);
4. Verifies professionals with/ without pending administrative cases in the control list applying for accreditation and other applications in the Central Office and Regional Offices;
5. Prepares and issues Certificates of No Pending/ Pending Case, of Surrender and Service of Penalty or Return, and of Finality upon request;
6. Facilitates untagging/ tagging of professionals with administrative cases in the Central Office and Regional Offices;
7. Receives and files pleadings from the Office of the Director for updating in the case folder; (CA, SC, Commission cases)
8. Answers telephone calls, email inquiries and requests, and onsite queries from external clients and Regional Offices;
9. Prepares and consolidates the monthly and annual accomplishment reports and other reports of the HID;
10. Assists the Archives and Records Division (ARD) in case digitization;
11. Mails and transmits case folders to the Regional Offices, the ARD and the Legal Appeals Unit; and
12. Performs other related functions that may be directed by the Immediate Supervisor.

Salary

- Equivalent to SG 11 or Php 25, 439.00/ month

Mode of Employment

- Job Order

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
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5. TIN

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