

**Position Title** : **Lawyer**

**Place of Assignment** : Hearing and Investigation Division  
PRC-PICC Office  
Delegation Bldg., Philippines International Convention Center (PICC), Vicente Sotto St., Pasay, Metro Manila

**Qualifications:**

- Education - Bachelor of Laws
- Eligibility - R.A. 1080 (Bar)

**Job Description**

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

**Salary**

- Equivalent to SG 18 with 20% top-up

**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, Revised2017) 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 **13 July 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** : **Docket Officer**  
**Place of Assignment** : Hearing and Investigation Division  
PRC-PICC Office  
Delegation Bldg., Philippines International Convention Center (PICC), Vicente Sotto St., Pasay, Metro Manila

**Qualifications:**

- Bachelor's/College Degree in any field
- Basic Computer Skills
- Good communication skills
- High sense of responsibility and urgency; excellent attention to details, ability to perform multiple activities (multi-tasking)

**Job Description**

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

**Salary**

- Equivalent to SG 11 or P23,877.00/ 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, Revised2017) 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 **13 July 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)