

Title of the Project : **Case Decongestion Project**

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

Four (4) LEGAL OFFICERS

Job Description:

1. Conduct investigations and attends to hearings of administrative cases;
2. Assist in advising the Commission, its officials, and the 44 PRBs on investigation and hearing matters, as well as on legal and technical matters relative to Commission policies and procedures; and
3. Draft decisions, resolutions, orders, agreements, pleadings, legal opinions/comments and other documents.

Salary

- Equivalent to Salary Grade 24 – Php83,406.00

Qualifications

- Member of the Philippine Bar;
- Above average academic credentials;
- Superior writing ability and outstanding background in case investigation, conduct of hearing, and legal research
- Preferably with experience in judicial and quasi-judicial functions

Mode of Employment

- Job Order

Eight (8) LEGAL ASSISTANTS

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 – Php40,637.00

Qualification

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

Mode of Employment

- Job Order

TWO (2) STENOGRAPHER

Job Description:

1. Assist the Attorneys in the performance of their functions;
2. Summarize facts of cases and draft letters, memoranda, affidavits, judicial affidavits, summons, orders, notice of hearing, and minutes of meetings;
3. Facilitate service of Summons/Orders/Notices of Hearings to parties through registered mail within two (2) days, or within the day if urgent, from approval of communications;
4. Record administrative case proceedings and submit duly signed transcript to Hearing Officer within 10 days after the scheduled hearing;
5. Transmit to Central Office all case folders due for action by the Board;
6. Receive pleadings, written motions, certifications, and all communications, and dockets complaints filed;
7. Maintain and update files and case folders, as well as the proper recording and tracking of incoming and outgoing communications and documents received or released by the Legal Section; and
8. Submit a monthly updated status of cases to Hearing Officers.

Salary

- Equivalent to Salary Grade 11 – Php 20,754.00

Qualification

- Preferably Graduate of Political Science, Office Management, Public Administration, Legal Management
- Preferably with one (1) year relevant experience in office work
- Proficient in MS Excel, Word, and Powerpoint
- With good communication skills and proficient in writing

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. 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
prc.rspshr@gmail.com