

Position Title : **TWO (2) STENOGRAPHER**

Place of Assignment : **HEARING AND INVESTIGATION DIVISION**
PRC – PICC (Office of Legal Service)
Delegation Bldg., Philippine International
Convention Center (PICC), Vicente Sotto St.,
Pasay City, Manila

Qualifications:

- **Education** — Completion of 2 years in College.
- **Eligibility** — First level Eligibility (CS Sub-professional)
- **Experience** — One (1) year of relevant experience; and
- **Training** — 4 Hours training relevant to the Job.

Job Description

- Acts as Stenographer;
- Assists the Attorneys in the performance of their functions;
- Summarizes facts of cases and drafts letters, memoranda, affidavits, judicial affidavits, summons, orders, notice of hearing, and minutes of meetings;
- Facilitates 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;
- Records administrative case proceedings and submits duly signed transcript to Hearing Officer within 10 days after the scheduled hearing;
- Transmits to Central Office all case folders due for action by the Board;
- Receives pleadings, written motions, certifications, and all communications, and docket complaints filed;
- Maintains and updates 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;
- Submits a monthly updated status of administrative and criminal cases to Hearing Officers;
- Performs other related functions.

Salary

- Equivalent to **SG 9** or 20,402.00/month

Mode of Employment

- Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

- **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)
- Resume
- Photocopy of Eligibility
- Photocopy of Transcript of Records
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **9 December 2022** to:

ANGELICA P. ALTOVEROS
Administrative Officer III
P. Paredes St., cor, N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com