

**Position Title** : Attorney III  
**Place of Assignment** : Office of the Commissioner II  
PRC-Central Office  
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila

### Qualifications

**Education** : Juris Doctor  
**Experience** : None required  
**Training** : None required  
**Eligibility** : RA 1080

### Job Description

1. Review and vet contracts, memoranda of agreement, and other documents involving legal obligations;
2. Ensure that all documents are legally sound and compliant with relevant laws, rules, and internal policies;
3. Provide recommendations on revisions or clarifications to protect the interests of the Commission;
4. Provide legal advice and opinion on matters referred by the Commissioner of the Office;
5. Assist in the interpretation and application of laws, rules, and regulations relevant to the Commission's operations;
6. Support the Commissioner in engagements that require legal insight or advocacy;
7. Draft legal opinions, position papers, and official communications;
8. Assist in the review and preparation of policy issuances, guidelines, and internal procedures from a legal standpoint;
9. Contribute to the preparation of the Commission's responses to legal queries and official correspondence;
10. Conduct legal research on relevant laws, jurisprudence, and administrative rules;
11. Stay updated on new legislation and legal developments affecting the agency's functions and responsibilities;
12. Coordinate with the Legal Service, where applicable, on matters requiring inter-office legal review or action;
13. Liaise with other government agencies, legal entities, or stakeholders on legal matters involving the Office of the Commissioner;
14. Provide institutional support to ensure smooth operation in the Commissioner's Office; and,
15. Perform other related legal tasks as may be assigned by the Commissioner or the Chief of Staff.

### Salary

Equivalent to Salary Grade 21 with 20% premium or Php 3,818.89/day

### Mode of Employment

Contract of Service

### ***Interested and qualified applicants must submit the following:***

1. Letter of Intent (*include the Position Title and Place of Assignment*)
2. Duly accomplished and **NOTARIZED** Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2025 which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)  
*(The date of the duly notarized PDS must be within the publication period: January 19 to February 09, 2026)*
3. Photocopy of Transcript of Records
4. NBI Clearance or receipt/any proof of transaction
5. TIN ID

Qualified applicants are advised to email their application not later than **09 FEBRUARY 2026** to:

### **KHRISTINE S. LABAO**

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