

**Position Title** : **ONE (1) DOCKET OFFICER**

**Place of Assignment** : **OFFICE OF THE DIRECTOR**  
PRC – PICC (Office of Legal Service)  
Delegation Bldg., Philippine International  
Convention Center (PICC), Vicente Sotto St.,  
Pasay City, 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**

- Maintain the Database for all incoming and outgoing documents of the OD, including monitoring and coordinating with the concerned divisions on draft decisions, orders, and resolutions for review;
- Regularly monitor the OD's official email account and coordinate correspondences with the concerned personnel/division/office; and
- Organize the meeting schedules and other office-related activities of the OD.

**Salary**

- Equivalent to SG 11

**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](http://www.csc.gov.ph))
- Resume
- Photocopy of Transcript of Records
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **30 September 2022** to:

KRISTINE 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** : **ONE (1) LAWYER**

**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 — 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**

- Hears administrative cases and takes appropriate actions on matters specially 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;
- Drafts formal charges and notices of hearings for the various Professional Regulatory Boards and the Professional Regulation Commission; and
- Perform other related functions as may be assigned.

**Salary**

- Equivalent to SG 21 with 20% top up

**Mode of Employment**

- Job Order

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**Position Title** : **TWO (2) LEGAL ASSISTANT**

**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 — 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**

- Prepare summonses and notices of hearing;
- Prepare stenographic notes of Administrative case hearings and conferences;
- Facilitate the review of central and regional case drafts through electronic indorsements to the different Professional Regulatory Boards (PRBs);
- Facilitate the circulation of case drafts, summonses notices, transmittals;
- Conduct case inventories; Prepare correspondences and other reportorial requirements required from the Division;
- Answer telephone inquiries;
- Monitor, reply and/or coordinate emails of the Division; and
- Perform other related functions as may be assigned.

**Salary**

- Equivalent to SG 14 with 20% top up

**Mode of Employment**

- Job Order

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**Position Title** : **ONE (1) LAWYER**

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

- Help in the conduct of investigations, prosecution of cases, and preparation of all the necessary pleading/s and action documents for the commission and the Professional Regulatory Boards;
- Assistance and monitoring of all cases filed by and/or against the Commission and the Professional Regulatory Boards before the courts, and other quasi-judicial agencies.

**Salary**

- Equivalent to SG 21 with 20% top up

**Mode of Employment**

- Job Order

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**Position Title** : **ONE (1) DOCKET OFFICER**

**Place of Assignment** : **SPECIAL PROSECUTION DIVISION**  
PRC – PICC (Office of Legal Service)  
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Convention Center (PICC), Vicente Sotto St.,  
Pasay City, 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**

- Prepare/draft simple memorandum/letters;
- Assist in the sorting of SPD documents (case folders, reports, etc.)
- Assist in grooming of SPD documents SPD records;
- Assist in the inventory of case folders; and
- Perform other related function.

**Salary**

- Equivalent to SG 11

**Mode of Employment**

- Job Order

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

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

- Render legal opinion for the different Professional Regulatory Boards (PRBs) and the Commission (PRC);
- Prepare letters and communications with other governmental entities or private individual;
- Render legal advice to PRC Clients;
- Assists in advising the Commission on legal matters;
- Prepare/draft legal research and opinions, contracts and agreements, and other legal issues inquiries and concern;
- Undertake assessment of citizenship qualifications of applicants, as necessary, for the licensure examinations and render legal advice in relation thereto;
- Assist in the preparation of recommendations pertaining to petitions for correction of name and/or date of birth;
- Assist in the preparation and review of office orders, circulars or memoranda;
- Assist in advising the department heads/officials on legal and technical matters relative to the departmental policies and procedures;
- Assist in overseeing all incoming letters, queries, correspondence, or email which require action by the division;
- Assist in the submission or preparation of documents and reports required by the PRC officers;
- Assess citizenship qualifications of applicants, if necessary, for licensure examinations and render legal advice in relation thereto; and
- Perform other related functions as may be assigned.

**Salary**

- Equivalent to SG 21 with 20% top up

**Mode of Employment**

- Job Order

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